



REGULAR MEETING AGENDA

Date: 11/19/2024
Time: 6:00 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 832 1285 7140 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods. If you have issues viewing the meeting, please email the city clerk at jaherren@menlopark.gov.

How to participate in the meeting

- Submit a written comment online up to one-hour before the meeting start time:
city.council@menlopark.gov
- Attend in person in the City Council Chambers
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 832 1285 7140
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 832 1285 7140
Press *9 to raise hand to speak

Watch meeting:

- Cable television subscriber in Menlo Park, East Palo Alto, Atherton and Palo Alto:
Channel 26 (Uverse channel 99)

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas)

Regular Session

- A. Call To Order**
- B. Roll Call**
- C. Agenda Review**
- D. Public Comment**

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes; in some instances, speaker time may be limited. You are not required to provide your name or City of residence, but it is helpful. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

E. Presentations and Proclamations

- E1. Proclamation: Native American Heritage Month ([Attachment](#))
Not a California Environmental Quality Act (CEQA) project.
- E2. Proclamation: 150 year anniversary of the first incorporation of the City of Menlo Park
Not a CEQA project.

F. Consent Calendar

- F1. Adopt a resolution to approve the revised San Mateo County Operational Area Emergency Services Organization (Emergency Services Council) Joint Powers Agreement ([Staff Report #24-194-CC](#))
Not a CEQA project.
- F2. Receive and file the investment portfolio reports for Sept. 30 ([Staff Report #24-195-CC](#))
Not a CEQA project.
- F3. Authorize the city manager to execute an amendment to the agreement with Surveillance Grid for implementation services for the city-building security camera system ([Staff Report #24-196-CC](#))
Not a CEQA project.
- F4. Accept the Coleman and Ringwood Avenues Transportation Study final report and adopt a resolution of support for the implementation of a one-way pilot on Coleman Avenue in San Mateo County ([Staff Report #24-198-CC](#))
Not a CEQA project.
- F5. Approve an appropriation of \$1,050,000 in unassigned funds from the general fund and a construction contingency for the Belle Haven Community Campus Clean Energy Infrastructure Project ([Staff Report #24-199-CC](#))
Not a CEQA project.
- F6. Waive the second reading and adopt an ordinance amending Title 11 of the municipal code to revise sections related to stopping, parking and standing for vehicles ([Staff Report #24-200-CC](#))
Not a CEQA project.

G. Regular Business

- G1. Consider and adopt a resolution declaring downtown Parking Plazas 1, 2, and 3 as exempt surplus land and provide feedback and authorize staff to release a request for qualifications for affordable housing on Parking Plazas 1, 2, and 3 to implement Housing Element program H4.G ([Staff Report #24-203-CC](#)) ([Presentation](#))
Not a CEQA project.
- G2. Approve the commitment of \$600,000 from the Below Market Rate Housing Fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Dr. ([Staff Report #24-204-CC](#)) ([Staff Presentation](#)) ([Applicant Presentation](#))
Not a CEQA project.

H. Informational Items

- H1. City Council agenda topics: December 2024 ([Staff Report #24-202-CC](#))
Not a CEQA project.
- H2. Communitywide electrification program: Home Upgrade Services progress report
([Staff Report #24-197-CC](#))
Not a CEQA project.
- H3. Update on aquatic survey results and next steps for potential operational and fee adjustments
([Staff Report #24-201-CC](#))
Not a CEQA project.

I. City Manager Report

J. City Councilmember Reports

K. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. Special meetings of the City Council do not provide the opportunity for public comment on items not on the agenda (Cal. Gov. Code §54956.)

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.gov/agendas and can receive email notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/14/2024)

Proclamation

Recognizing November as Native American Heritage Month

WHEREAS, long before Europeans settled in North America, the ancestors of Native Americans were the original, indigenous inhabitants, explorers, and settlers of the lands that have since become the United States; and

WHEREAS, it is impossible to fully understand the history of California without understanding the history of the indigenous people who have lived within the current boundaries of the state for thousands of years; and

WHEREAS, California is home to more people of Native American heritage than any other state in the country, with 110 federally recognized tribes and several additional tribes petitioning for federal recognition through the Bureau of Indian Affairs; and

WHEREAS, the Ohlone, a band of distinct groups of indigenous people who spoke similar languages, thrived in the land now known as San Mateo County and other parts of the San Francisco Bay Area; and

WHEREAS, due to devastating policies and practices of European explorers and missionaries, settlers, and various levels of government, the Ohlone lost the vast majority of their population and land; and

WHEREAS, National Native American Heritage Month encourages San Mateo County residents to actively learn about the Ohlone people, their role in the history of the county and the Bay Area, and their efforts to keep their culture alive; and

WHEREAS, Paul Steward of the San Francisco State University Indian Studies department will be presenting a lecture on the Ohlone at the Belle Haven Library on Tues., Nov. 19 at 6 p.m., and the Mystery Readers book group will be discussing indigenous mystery authors on Wed., Nov. 20 at 3 p.m. via Zoom webinar, and other events and opportunities to learn about the rich history and culture of Native American peoples are all available around us this month and every month; and

WHEREAS, Land Acknowledgements, statements that recognize indigenous peoples as traditional stewards of the land, are one way to express gratitude and appreciation to those whose ancestral territory one resides or meets on; and

NOW THEREFORE, BE IT RESOLVED that I, Cecilia Taylor, Mayor of the City of Menlo Park, on behalf of the City Council and the City, do hereby recognize November 2024 as National Native American Heritage Month. Let us honor the resilience of Native Californians and take strides to support truth, visibility, and justice for the original residents of the land on which we reside.

Cecilia Taylor, Mayor
November 19, 2024



STAFF REPORT

City Council

Meeting Date: 11/19/2024

Staff Report Number: 24-194-CC

Consent Calendar: Adopt a resolution to approve the revised San Mateo County Operational Area Emergency Services Organization (Emergency Services Council) Joint Powers Agreement

Recommendation

Staff recommends the City Council adopt a resolution (Attachment A) to approve the revised San Mateo County Operational Area Emergency Services Organization Joint Exercise of Powers Agreement.

Policy Issues

The resolution would revise the existing agreement between the City of Menlo Park and the San Mateo County Operational Area Emergency Services Organization, otherwise known as the Emergency Services Council (ESC). The revised Joint Exercise of Powers Agreement (JPA) requires the approval of the City Council.

Background

The ESC brings together local governments, special districts, and other entities to coordinate emergency planning and response, including for hazardous materials. The ESC engages in planning with respect to all phases of the emergency management cycle—prevention, protection, response, recovery and mitigation efforts—while also maintaining key public information systems like SMC Alert.

The ESC first revised and restated the JPA on Oct. 17, 2014. Subsequently, the City Council adopted the revised JPA through Resolution No. 6247 on Jan. 13, 2015 (Attachment B).

The ESC is comprised of one elected official from each of the 21 member agencies in San Mateo County. Councilmember Nash currently represents the City of Menlo Park on the ESC. On Sept. 19, the ESC unanimously approved revisions to the JPA. The City of Menlo Park and other member agencies must adopt the revised JPA by Dec. 13 in order to continue receiving services such as hazmat responses, emergency alerts and warnings, and training and exercises for the entire operational area.

Analysis

Significant changes within San Mateo County's Department of Emergency Management (DEM) to operate as a standalone agency separate from the Sheriff's Office prompted updates to the JPA. Updates to the JPA are minor and include:

- Standardized nomenclature
- Refined agreement language
- Clarified and defined roles of the ESC, the ESC Finance Committee, and the DEM

The DEM provided the second revised and restated JPA with highlighted changes available in Attachment C.

Impact on City Resources

There are no impacts on City resources with revised sections of the JPA. The budget and cost-sharing methodology remains largely unchanged. The responsibility of the ESC to approve an annual budget with recommended appropriations for each member agency also remains unchanged.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Resolution
Exhibit A – second revised and restated JPA
- B. City of Menlo Park Resolution No. 6247
- C. Second revised and restated JPA – with highlighted changes

Report prepared by:
Stephen Stolte, Assistant City Manager

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
APPROVING THE JOINT EXERCISE OF POWERS AGREEMENT FOR THE
SAN MATEO COUNTY OPERATIONAL AREA EMERGENCY SERVICES
ORGANIZATION**

WHEREAS, the Member Agencies have established a unified emergency services organization by forming the San Mateo County Operational Area Emergency Services Organization (Organization); and

WHEREAS, the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Policy Directive 5 (PPD-5), the National Response Framework, National Incident Management System (NIMS), Presidential Policy Directive 8 (PPD-8), the National Preparedness Goal (NPG) and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans (EOPs) and Annexes; and

WHEREAS, the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of San Mateo County (SMC), special districts, unincorporated areas and participating non-governmental entities; and

WHEREAS, the Member Agencies agree that the goal of the Organization is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

WHEREAS, the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act (“JPA Act”), California Government Code Section 6500 *et seq.*

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby approve the attached Agreement, including any extensions or amendments thereof;

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the nineteenth day of November, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of November, 2024.

Judi A. Herren, City Clerk

Exhibits

A. Joint Exercise of Powers Agreement

**Second Revised and Restated
Joint Exercise of Powers Agreement
San Mateo County Operational Area Emergency Services Organization**

THIS JOINT POWERS AGREEMENT (“Agreement”) is made as of the Effective Date by and between the public entities set forth below, creating the San Mateo County Operational Area Emergency Services Organization Authority (“Organization”), also known as the Emergency Services Council (“ESC”).

Each public entity executing this Agreement shall be referred to individually as a “Member Agency,” with all referred to collectively as “Member Agencies.”

RECITALS

Whereas Member Agencies have established a unified emergency services organization by forming the Organization; and

Whereas the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Policy Directive 5 (PPD-5), the National Response Framework, National Incident Management System (NIMS), Presidential Policy Directive 8 (PPD-8), the National Preparedness Goal (NPG) and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans (EOPs) and Annexes.

Whereas the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of San Mateo County (SMC), special districts, unincorporated areas, and participating non-governmental entities; and

Whereas the Member Agencies agree that the goal of the Organization is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

Whereas the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act (“JPA Act”), California Government Code Section 6500 *et seq.*

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Member Agencies as herein contained, the Member Agencies agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose

This Agreement creates an entity to exercise the powers shared in common by the Member Agencies to engage in San Mateo County Operational Area (SMC OA) cooperative planning with respect to all phases of the emergency management cycle: preparedness, mitigation, response, and recovery. Such purposes are to be accomplished and the Members Agencies’ common powers exercised as set forth in this Agreement.

1.02 Creation of Authority

Pursuant to the JPA Act, the Member Agencies hereby reaffirm the creation of an entity to be known as the Organization or ESC. The Organization will be comprised of Member Agencies. The Organization shall be a public entity separate and apart from the Member Agencies. The geographic jurisdiction of the Organization is all territory within the geographic boundaries of the Member Agencies; however, the Organization may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Organization

Membership in the Organization is limited to public entities, as defined by the JPA Act, located or operating within SMC that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Organization (including, but not limited to financial, personnel, equipment, or other resources) as approved by the ESC.

1.04 Participating Members/Partners in the Organization

The DEM will establish standards for emergency management practices within the SMC OA, which Member Agencies in the Organization will follow.

Participation in the Organization is intended to ensure cooperative emergency planning and response; all participating Member Agencies and partners are expected to attend all regular and special meetings of the ESC, encourage active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this Agreement.

1.05 Powers of the Organization

The Organization may purchase, lease, own and/or dispose of property and equipment and enter into contract(s), as required to satisfy the purposes of this Agreement. The Organization may employ agents and/or employees, operate works and improvements, sue and be sued in its own name, and invest surplus funds.

Article II – GOVERNANCE

2.01 Composition of the Organization

The Organization shall be administered by the ESC consisting of the following members:

- a) The Chair of the Organization shall be a representative from the Board of Supervisors. The Chair of the Organization shall be appointed by the President of the Board of Supervisors.
- b) The mayor of each city or town in the County, or the mayor's designated representative, with the understanding that any representative shall be member of the City Council of the city whose mayor they are representing.
- c) A Vice-Chair shall be selected by the ESC.

2.02 General Purpose of the Organization

The general purpose of the Organization is to:

- a) Provide structure for administrative and fiscal policies and procedures;
- b) Identify and pursue funding sources;

- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all committee activities.

2.03 Specific Responsibilities of the ESC

The specific responsibilities of the ESC shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements, in addition to the basic agreements as deemed necessary to carry out the purpose of the Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Organization. Upon review and approval of the annual budget by the ESC, each Member Agency shall recommend the budget to the governing body of the Member Agency to secure from each the appropriation consistent with each Member Agency's identified allocation (via Budget Sheets.)
- c) Each Member Agency's Executive Officer shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in the San Mateo County Emergency Managers Association (SMC EMA) and work alongside the DEM. Should the identified Coordinator change at any time during the year, the Member Agency shall advise the DEM within 30 days.
- d) If a Member Agency participates in a contract relationship for the provision of emergency services, it is still required to name a local emergency coordinator to the EMA who will assure the continuity of communication between the Member Agency, the DEM and the Organization.

2.04 Meetings of the Organization.

- a) **Regular Meetings:** The ESC shall approve a schedule for its regular meetings provided, however, the ESC shall hold at least four meetings in one calendar year. The ESC shall fix the date, hour, and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member Agency at the first meeting of the fiscal year. By the approval of the Chair, Vice Chair, or the Department of Emergency Management Director ("DEM Director"), meetings can be canceled due to extenuating circumstances, which may include, but are not limited to, a lack of agenda items.
- b) **Agenda Setting** - The agenda shall be set by the Chair, Vice Chair, and the DEM Director.
- c) **Special Meetings:** Special meetings of the ESC may be called by the Chair, a majority of the ESC or the DEM Director. Special meetings will be held in accordance with the Ralph M. Brown Act ("Brown Act"), California Government Code section 54950 et seq.
- d) **Call, Notice and Conduct of Meetings:** All meetings of the legislative body of the ESC shall be noticed and held in accordance with the provisions of the Brown Act. As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member Agency. Any Member Agency may request that an item be considered for placement on the Agenda by submitting the request to the DEM Director.
- e) Meetings of the ESC shall be conducted by the Vice-Chair in the absence of the Chairperson. In the absence of both Chair and Vice-Chair, the meeting shall be chaired by a member of

the ESC selected by a majority vote of the ESC.

2.05 Minutes

The Secretary of the Organization shall cause to be kept a digital recording of each meeting, which shall be posted on the DEM Website. The Secretary will create brief summary written minutes for approval by the ESC. Once the minutes have been approved by the ESC, the minutes will be posted on the DEM website.

2.06 Voting

All power of the Organization shall reside with the ESC. Each Member Agency shall have one vote. A Member Agency's alternate representative may participate and vote in the proceedings of the ESC only in the absence of that Member Agency's regular representative. No absentee ballot is permitted.

2.07 Quorum; Required Votes; Approvals

A quorum of the ESC is a majority of the representatives of the Member Agencies of the Organization. If the number of Member Agencies is an even number, a majority is fifty percent of the Member Agencies, plus one. The ESC may not take any substantive action without a majority of the Member Agencies voting to take that action. Action on non-substantive procedural matters may be taken by a majority of a quorum.

Article III – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

3.01 Treasurer

The Treasurer of the County of San Mateo shall be the Treasurer of the Organization. The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Organization from whatever source, and shall have the duties and obligations set forth in the JPA Act.

3.02 Auditor and Financial Accountability

Although the Organization is a JPA the State Controller's Office (SCO) has determined that the Organization meets the criteria of a special district for financial reporting purposes under Government Code section 12463, subdivision (d)(2).

Government Code section 53891 requires the Organization to furnish to the SCO a report of all the financial transactions of the Organization during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available. The report shall be furnished within seven months after the close of each fiscal year or within the time prescribed by the SCO, whichever is later, and shall be in the form and manner required by the SCO. The Organization shall submit to the SCO information on annual compensation, as described in subdivision (l) of Section 53892, for the previous calendar year no later than April 30th.

Pursuant to Government Code section 12464, if the reports are not completed in the time, form, and manner required or there is reason to believe that a report is false, incomplete, or incorrect, the SCO is authorized to proceed with an investigation to obtain the information required. Any costs

incurred by the SCO shall be borne by the Organization.

Government Code section 26909 also requires that an audit be completed and filed with the SCO within 12 months after the close of the fiscal year under examination. Unless the ESC votes to appoint an independent auditor, audits will be conducted in accordance with existing County policy, and by the auditor selected by the Office of the County Executive or the Controller. In the event that the ESC selects an independent auditor, the full cost of the audit will be the responsibility of the Organization. The Auditor shall perform the functions of auditor for the Organization and shall make or cause an independent annual audit of the accounts and records of the Organization by a certified public accountant, in compliance with the requirements of applicable laws and generally accepted auditing standards.

3.03 Legal Counsel

The SMC Attorney's Office shall be the legal counsel for the Organization. To the extent permitted by the JPA Act, the Organization may change, by resolution, the legal counsel to the Organization. The full cost of outside legal counsel will be the responsibility of the Organization.

3.04 Secretary to the Organization

The DEM shall provide a Secretary and administrative support to the Organization.

3.05 Contractors

The Organization shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary to carry out the purposes of the Organization. The Organization will be responsible for any/all incurred costs.

3.06 Committees

The Organization may form and dissolve Committees as determined by the ESC.

3.07 Department of Emergency Management

The DEM is responsible for the on-going operation of the SMC OA and is also responsible for achieving the purposes of the Organization as follows:

- a) Emergency Response Support - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Emergency Plans - preparation, development, coordination, and integration of compatible and complimentary unified area-wide emergency plans for approval by the State of California and adoption by the ESC.
- c) Communications - coordination, development and maintenance of an area-wide emergency communications systems, including public alert and warning systems, and other situational awareness tools. The DEM may host SMC OA communication infrastructure such as system-wide applications or platforms.
- d) Public Education and Information - coordination and support of an area-wide public education and information program.
- e) Training and Exercise - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100 of the California Government Code and volunteers. The Member Agencies will be responsible for the training and exercise of their identified employees; however, the DEM will provide

needed support as requested.

- f) Grant Program Administration - coordination and assistance with designated emergency coordinators within the OA in the securing and distribution of grant funds for regional emergency management initiatives and program support. The DEM Director will serve as the representative of Member Agencies with various grants and their approval authorities, including the State Homeland Security Program and Bay Area Urban Areas Security Initiative.
- g) General Administration - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.
- h) Function as a liaison with Cal OES and FEMA. Assist in providing guidance in recovery efforts.
- i) Resource Management – allocation and coordination of resources during local emergencies. Local governments will request resources through the logistics section at the SMC OA EOC. The DEM will escalate resource requests to the state if unable to be fulfilled locally.
- j) Regional Hazardous Material Emergency Response Program – The DEM will oversee the contract for hazardous material response in the SMC OA.

3.08 Staffing Reimbursement

The DEM is staffed by employees of the County of San Mateo. The DEM supports the purposes of the Organization. A portion of the cost of DEM staff is reimbursed by the Organization in an amount determined by the funding allocation in this Agreement.

3.09 Property

If the Organization acquires title to property, the DEM Director will have charge of, handle, or have access to the property of the Organization, and shall file an official bond in an amount to be fixed by the contracting parties, pursuant to Section 6505.1 of the Government Code.

Article IV – BUDGET AND COST-SHARING

In consideration of the mutual promises herein contained, it is hereby agreed that the cost of maintaining the Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal “matching funds,” state grants, and other revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 - 1. The county shall pay 50% of the remaining balance.
 - 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities’ share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities

divided into one-half of the total of the city's share of the budget equals a factor in mils.

- b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city.
- c) For the purpose of this Agreement the total assessed valuation of real and personal property in all Member Agencies shall be the most recent such total maintained by the offices of the County Assessor.
- d) The population figures will be based on the Census and will be updated at a minimum of every ten years.
- e) It is understood and agreed that the financial obligations incurred by the Member Agencies under the provisions of this Agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the Member Agencies representing 25% or more of the county's population do not approve the budget in any fiscal year, the proposed budget will be referred back to the DEM Director and the Finance Committee for revision and recommendation. If no resolution can be reached by the committee, the Member Agencies may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any Member Agency shall be financially responsible for that portion of the budget unilaterally adopted. Any Member Agency that does not meet its financial commitment under the adopted budget will lose its voting status and/or other such privileges of membership as determined by the ESC.
- g) It is further agreed that any excess in federal or state funds, in any year, shall be reviewed by a finance committee, who will then make a recommendation to the ESC, as to the disposition of the excess funds.
- h) With respect any Member Agency that is not a City or the County, the amount to be contributed is determined by a negotiation between those Member Agencies and the DEM Director and must be approved by the ESC. A letter memorializing the agreed contribution will be an attachment to this Agreement.
- i) The Finance Committee will be a standing committee of the ESC and is responsible for administrative and financial recommendations to the ESC. The Finance Committee will consist of the following members: SMC Supervisor (Chair of the ESC), Vice Chair, and representatives chosen by the ESC to be limited to five members.
- j) The Organization shall maintain a minimum of \$500,000 in the Trust Fund with a maximum of \$1,500,000. This policy can be reviewed and updated with a majority vote from the ESC.

Article V - INSURANCE

- a) The County shall add the Organization and ESC to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the Agreement. Member Agencies understand that the County is partially self-insured. Unless the Organization decides otherwise, County shall provide for the defense of any claims or litigation within the self-insured retention. Legal representation by the County will ordinarily be provided by the County Attorney.
- b) Any out-of-pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula as described in Article IV (b).

Article VI - EFFECTIVENESS

This Agreement shall be effective upon its execution by all Member Agencies. It is effective as to new Member Agencies upon adoption and approval by the ESC and by the new Member Agency's governing body. This Agreement shall continue in effect until terminated as provided herein.

Article VII – TERM AND TERMINATION

7.01 Withdrawal by Members

- a) Any Member Agency may withdraw from this Agreement by written notice given by such Member Agency to all other Member Agencies, which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice, a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective Member Agency may enter or re-enter the organization by petition to the ESC by its governing body, and majority approval of the petition by the ESC. Upon approval, the new Member Agency must agree in writing to all terms of this Agreement.
- c) Should a Member Agency withdraw less than 120 days prior to the commencement of the fiscal year, the withdrawal will be effective, but that Member Agency will be responsible for its calculated contribution for that year pursuant to Article IV.
- d) Should a Member Agency give required notice and withdraw from the Agreement, the prior contribution of that Member Agency will be divided equally by formula among the remaining Member Agencies.

7.02 Termination of Organization and Disposition of Surplus Money and Property

This Agreement shall terminate effective upon a vote of the ESC, the County and by at least eleven (11) cities representing the majority of the population of the County. In the event that the Organization ceases to exist, surplus funds will be returned consistent with Section 6512 of the Government Code in proportion to the contributions made. The Organization does not intend to acquire title to any property. But in the event that it does, title to all property acquired by the Organization shall be transferred to the County of San Mateo and be used for "County Wide" purposes.

7.03 Amendments

Any proposed Amendments to this Agreement may be recommended by the ESC but must be ratified by each Member Agency's governing body.

7.04 Bylaws

The ESC may, from time to time, adopt and/or amend Bylaws for the conduct of its affairs; provided the purpose is consistent with this Agreement and/or are necessary and appropriate.

Article VIII - MISCELLANEOUS PROVISIONS

8.01 Notices

It shall be the responsibility of the County Manager or designee to ensure all notices are provided to

Member Agencies and posted in compliance with the legal requirements of the Agreement.

8.02 Severability

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

8.03 Supersession

It is mutually understood and agreed by the Member Agencies that this Agreement supersedes the 2014 San Mateo County Operational Area Joint Powers Agreement, any previous agreements on this subject matter and any amendments thereto.

8.04 Assignment

No Member Agency shall assign any rights or obligations under this Agreement without the prior written consent of the ESC.

8.05 Governing Law

This Agreement is made and to be performed in the State of California, and as such, California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

8.06 Headings

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

8.07 Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which shall constitute this Agreement.

8.08 No Third Party Beneficiaries

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Member Agencies, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

8.09 Filing of Notice of Agreement

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

8.10 Conflict of Interest Code

The Organization has adopted a conflict of interest code as required by law. Member Agencies understand that representatives and alternate representatives are listed on the Organization's Conflict of Interest Code and will be responsible for filing a Form 700 with the Organization.

8.11 Indemnification

The Organization shall defend, indemnify and hold harmless each Member Agency (and each Member Agency's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of the Organization or its officers, agents or employees.

Each Member Agency shall defend, indemnify and hold harmless the Organization and the other Member Agencies (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

8.12 Dispute Resolution/Legal Proceedings

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Member Agencies and/or the Organization.

8.13 Authorization to Enter Into Agreement

Each party warrants that the person signing this Agreement on its behalf is authorized to bind that party to this Agreement.

8.14 Confirmation of Jurisdictional Authority

By signing this Agreement, the Member Agencies retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual Member Agency's jurisdictional authority.

(SIGNATURES ARE ON FOLLOWING PAGE)

IN WITNESS WHEREOF, each Member Agency has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

| Signatories | Resolution/Action Number | Date of Adoption |
|---------------------|--------------------------|------------------|
| Atherton | | |
| Belmont | | |
| Brisbane | | |
| Burlingame | | |
| Colma | | |
| Daly City | | |
| East Palo Alto | | |
| Foster City | | |
| Half Moon Bay | | |
| Hillsborough | | |
| Menlo Park | | |
| Millbrae | | |
| Pacifica | | |
| Portola Valley | | |
| Redwood City | | |
| San Bruno | | |
| San Carlos | | |
| San Mateo | | |
| South San Francisco | | |
| Woodside | | |
| County of San Mateo | | |

ANNEX A – COMMON TERMINOLOGY

A.01 Terminology Defined

Not all vocabulary of technical terms listed in the Agreement is used in the Agreement. In part, the terms are included as a resource to further clarify terminology utilized in documentation, field operations and/or applicable subject matter.

A.02 All-Hazards: The consideration of the full spectrum of emergencies (natural, technological, or human-caused incidents) that calls for action to protect life, property, and environment. The advantages of adopting an all-hazards approach to prepare for and respond to disasters include comprehensive planning, resource flexibility, coordination among agencies, training, and community engagement to effectively control different types of disasters to reduce or eliminate duplication of effort and cost.

A.03 California Governor’s Office of Emergency Services (Cal OES): State-level organization that functions as the central command center during major emergencies and disasters in California. Cal OES oversees the response, direction, and coordination of state and federal resources, as well as mutual aid assets, to support diverse communities in the state.

A.04 Catastrophe: Any incident, natural or human-caused, with consequences of high rates of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained impacts over a prolonged period, exceed resources normally available in the impacted area, and significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened.

A.05 Community Emergency Response Team (CERT): Community-level organizations of volunteer emergency workers who can provide immediate assistance to supplement the efforts of professional responders in the event of a major disaster. CERT programs train volunteers in disaster preparedness and basic disaster response skills during disaster situations so professional responders can prioritize and allocate resources to more complex tasks. Local CERT programs are supported by the Federal Emergency Management Agency (FEMA), as well as the California Governor’s Office of Emergency Services (Cal OES).

A.06 Command: The act or directing and or controlling by virtue of explicit legal, agency or delegated authority. The term “Command” may also refer to the Incident Commander.

A.07 Emergency: Any incident, natural, technological, or human-caused, that requires responsive action to protect life, property, and environment. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

A.08 Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism or other human-caused disasters.

A.09 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or maybe in a more central or permanently established facility, such as at a higher level of organization within a jurisdiction.

A.10 Federal Emergency Management Agency (FEMA): Federal-level organization that coordinates the federal government's response to major disasters and emergencies, providing support and resources to state and local authorities. Its role includes managing disaster relief efforts, facilitating recovery operations, and helping communities prepare for future incidents.

A.11 Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

A.12 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It is used for all kinds of emergencies and can be applied to small as well as large and complex incidents.

A.13 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and/or property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

A.14 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law;) regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107-296, 116 Stat. 2135 (2002).

A.15 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life

and/or property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

A.16 National Incident Management System (NIMS): A system that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, to reduce the loss of life or property and harm to the environment.

A.17 National Response Framework: Document that establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

A.18 Operational Area (OA): An intermediate level of the state emergency services organization, consisting of SMC and all political subdivisions within the county area. In a state of emergency, the OA shall serve as a link in the system of communications and coordination between the political subdivisions comprising the OA and the Regional Emergency Operations Center (REOC) or State Operations Center (SOC). The **SMC OA** mirrors the County's geographic boundaries.

A.19 Preparedness: Actions that involve a combination of planning, resources, training, as well as exercising and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

A.20 Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; and post-incident reporting and development of initiatives to mitigate the effects of future incident.

A.21 Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the NIMS, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or an EOC.

A.22 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

A.23 Standardized Emergency Management System (SEMS): The cornerstone of California’s emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the ICS, California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the OA concept, and multiagency or inter-agency coordination. State agencies and local governments are required to use SEMS to be eligible for any reimbursement of response-related costs under the state’s disaster assistance program.

RESOLUTION NO. 6247

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ACCEPTING THE JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND THE CITY OF MENLO PARK FOR EMERGENCY SERVICES

WHEREAS, the Member Agencies' goal is to establish a unified emergency serviced organization; and

WHEREAS, the Member Agencies agree that the purpose of this organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Command System (NIMS), Presidential Directive 8, the National Preparedness Goal and California's Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes; and

WHEREAS, the Member Agencies agree that the participants within this Organization may include all local governments within the geographical area of the County, special districts, unincorporated areas, and participating non-governmental entities; and

WHEREAS, the Member Agencies agree that the collective goal is to provide coordinated plans for the protection of persons, property based on the phases of emergency management; and

WHEREAS, the Member Agencies have the authority to enter into this Agreement under the Joint Exercise Powers Act, California Government Code Section 6500 et seq.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park and the City Manager of the City of Menlo Park is authorized to execute on behalf of the City of Menlo Park the attached agreement, including any extensions or amendments thereof and any subsequent contract with the County of San Mateo in relation thereto;

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the thirteenth day of January, 2015, by the following votes:

AYES: Carlton, Cline, Keith, Ohtaki, Mueller

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this thirteenth day of January, 2015



Pamela Aguilar
City Clerk

**First Revised and Restated
Joint Exercise of Powers Agreement
San Mateo County Operational Area Emergency Services Organization**

THIS JOINT POWERS AGREEMENT (“Agreement”) is made as of the Effective Date by and between the public entities set forth below, creating the San Mateo County Operational Area Emergency Services Organization Authority (“Organization”).

Each public entity executing this Agreement shall be referred to individually as a “Member Agency,” with all referred to collectively as “Member Agencies.”

RECITALS

Whereas the Member Agencies’ goal is to establish a unified emergency services organization; and

Whereas the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes.

Whereas the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities; and

Whereas the Member Agencies agree that the collective goal is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

Whereas the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act, California Government Code Section 6500 *et seq.* (“Act”).

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Member Agencies as herein contained, the Member Agencies agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose

This Agreement creates an entity to exercise the powers shared in common by the Members Agencies to engage in local and regional cooperative planning and coordination and delivery of services. As part of this Organization’s purpose, Members Agencies seek to meet or exceed the current Emergency Response Planning and Management Capabilities within the Operational Area. Further, Member Agencies seek to support existing regional Public Information and Notification Systems, and to continue to support the regional hazardous materials emergency response program. Such purposes are to be accomplished and the Members Agencies’ common powers exercised as set forth in this Agreement.

1.02 Creation of Authority

Pursuant to the Joint Exercise of Powers Act, the Member Agencies hereby create a public entity to be known as the “San Mateo County Operational Area Emergency Services Organization Authority” (“Organization.”) The Organization shall be a public entity separate and apart from the Member Agencies. The geographic jurisdiction of the Organization is all territory within the geographic

boundaries of the Member Agencies; however, the Organization may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Organization

Membership in the Organization is limited to public entities, as defined by the Joint Exercise of Powers Act, located or operating within San Mateo County that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Organization (including, but not limited to financial, personnel, equipment, or other resources) as approved by the Emergency Services Council.

1.04 Participating Members/Partners in the Organization

Participation in the Organization is intended to ensure cooperative emergency planning and response; all participating Member Agencies and partners are expected to attend all regular and special meetings of the Emergency Services Council, encourage active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this Agreement.

1.05 Powers of the Organization

The Organization may purchase, lease, own and/or dispose of property and equipment and enter into contract(s), as required to satisfy the purposes of this Agreement. The Organization may employ agents and/or employees, operate works and improvements, sue and be sued in its own name, and invest surplus funds.

Article II- COMMON TERMINOLOGY

2.01 Terminology Defined

Not all vocabulary of technical terms listed in the Agreement is used in the Agreement. In part, the terms are included as a resource to further clarify terminology utilized in documentation, field operations and/or applicable subject matter.

2.02 All-Hazards: “Grouping classification encompassing all conditions, environmental or manmade, that have the potential to cause injury, or death; damage to or loss of equipment, infrastructure services, or property; or alternately causing functional degradation to societal, economic or environmental aspects. Annotation: All-hazards preparedness ensures that if a disaster occurs, people are ready to get through it safely, and respond to it effectively. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included ‘direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency – war.” (DHS, *Lexicon*, October 23, 2007, p. 1)

2.03 Catastrophe: An event during which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

2.04 Community Emergency Response Team (CERT): “Community Emergency Response Team” (CERT) training is one way for citizens to prepare for an emergency. CERT training is designed to prepare people to help themselves, their families and their neighbors in the event of a catastrophic disaster. Because emergency services personnel may not be able to help everyone immediately, residents can make a difference by using the training obtained in the CERT course to save lives and protect property. (DHS, *National Response Framework* (Comment Draft). DHS, September 10, 2007, p. 18)

2.05 Command: The act or directing and or controlling by virtue of explicit legal, agency or delegated authority. The term “Command” may also refer to the Incident Commander.

2.06 Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

2.07 Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

2.08 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

2.09 Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

2.10 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

2.11 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and/or property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

2.12 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law;) regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107-296, 116 Stat. 2135 (2002).

2.13 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and/or property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

2.14 National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

2.15 National Response Framework: This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

2.16 Operational Area: An intermediate level of the state emergency services organization, consisting of the County and all political subdivisions within the county area. In a state of emergency, the operational area shall serve as a link in the system of communications and coordination between the political subdivisions comprising the operational area and the Regional or State Emergency Operations Center.

2.17 Preparedness: Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

2.18 Recovery: The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; and post-incident reporting and development of initiatives to mitigate the effects of future incidents.

2.19 Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

2.20 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

2.21 Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management

community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA,) the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies and local governments are required to use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Article III – GOVERNANCE

3.01 Composition of the Council

The Organization shall be administered by the Emergency Services Council ("Council") consisting of the following members:

- a) A member of the San Mateo County Board of Supervisors, who shall be designated by the Supervisors.
- b) Each governing body of a Member Agency shall annually select and appoint a representative to serve on the Council and may select and appoint an alternate representative. Each representative and alternative representative must be a member of the governing body of the Member Agency.
- c) The Chair of the Emergency Services Council shall be the representative from the Board of Supervisors.
- d) A Vice-Chair shall be selected by the Council.

3.02 General Purpose of the Organization

The general purpose of the Organization is to:

- a) Provide structure for administrative and fiscal policies and procedures;
- b) Identify and pursue funding sources;
- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all committee activities.

3.03 Specific Responsibilities of the Council

The specific responsibilities of the Council shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, Emergency Plans, programs and agreements, in addition to the basic agreements as deemed necessary to carry out the purpose of the Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Organization. Upon review and approval of the annual budget by the Council, each Member Agency shall recommend the budget to the governing body of the Member Agency for the purpose of securing from each the appropriations in accordance with each Member Agency's identified allocation (via Budget Sheets.)
- e) Each Member Agency's Executive Officer shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in the San Mateo County Emergency Managers Association. Should the identified Coordinator change at any time during the year, the Member Agency shall advise the Director of Emergency Services within 30 days-
- d) If a Member Agency participates in a contract relationship for the provision of emergency services, it is still required to name a local emergency coordinator to the Emergency Managers Association who will assure the continuity of communication between the Member Agency, the County Office of Emergency Services (OES) and the Organization.

3.04 Meetings of the Organization.

- a) **Regular Meetings:** The Council shall approve a schedule for its regular meetings provided, however, that the Council shall hold at least one regular meeting quarterly. The Council shall fix the date, hour and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member Agency at the first meeting of the fiscal year.
- b) **Special Meetings:** Special meetings of the Council may be called in accordance with the Brown Act by the Chair, a majority of the Council or the Director.
- c) **Call, Notice and Conduct of Meetings:** All meetings of the Council, including without limitation, regular, adjourned regular and special meetings, shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 *et seq.* As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member Agency. Any Member Agency may request that an item be considered for placement on the Agenda by submitting the request to the Director of Emergency Services.
- d) Meetings of the Council shall be conducted by the Chair or by the Vice-Chair in the absence of the Chairperson. In the absence of both Chair and Vice-Chair, the meeting shall be chaired by member of the Council selected by a majority vote of the Council.

3.05 Minutes

The Secretary of the Organization shall cause to be kept a digital recording of each meeting, which shall be posted on the SMC OES Website. The Secretary will create brief summary written minutes for approval by the Council.

3.06 Voting

All power of the Organization shall reside with the Council. Each Member Agency shall have one vote. A Member Agency's alternate representative may participate and vote in the proceedings of the Council only in the absence of that Member Agency's regular representative. No absentee ballot or proxy voting is permitted.

3.07 Quorum; Required Votes; Approvals

A quorum of the Council is a majority of the representatives of the Member Agencies of the Organization. If the number of Member Agencies is an even number, a majority is fifty percent of the Member Agencies, plus one. The Council may not take any substantive action without a majority of the Member Agencies voting to take that action. Action on non-substantive procedural matters may be taken by a majority of a quorum.

Article IV – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

4.01 Participating Partners

In order to ensure cooperative emergency planning and response, the following may be invited to attend, as non-voting members, all regular and special meetings of the Council, participate in the development of plans and training programs, and otherwise assist in supporting the implementation of this Agreement:

- a) A representative of the American Red Cross to be invited by the Chair with the approval of the Council.
- b) One representative each from the San Mateo County Fire Chiefs Association and the San Mateo County Police Chiefs and Sheriff Association as may be invited by the Chair with approval of the Council.
- c) One representative for Water Districts as may be invited by the Chair with approval of the Council.

- d) One representative for Sanitary Districts as may be invited by the Chair with approval of the Council.
- e) One representative for the San Mateo County Harbor District as may be invited by the Chair with approval of the Council.
- f) One representative for the Port Authority as may be invited by the Chair with approval of the Council.
- g) One representative for San Mateo County Transit District as may be invited by the Chair with approval of the Council.
- h) One representative for Pacific, Gas and Electric Company as may be invited by the Chair with approval of the Council.
- i) One representative for the Office of Education as may be invited by the Chair with approval of the Council.
- j) One representative for the Hospital Consortium as may be invited by the Chair with approval of the Council.
- k) One representative for the EMS Agency as may be invited by the Chair with approval of the Council.
- l) One representative for the San Mateo Emergency Managers Association as may be invited by the Chair with approval of the Council.

Should other interested parties be identified for participation, the Organization shall consider a written request for participation and may be invited by the Chair with approval of the Council.

4.02 Treasurer

The Treasurer of the County of San Mateo shall be the Treasurer of the Organization. The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Organization from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act.

4.03 Auditor and Financial Accountability

The Organization will ensure financial accountability as required by Section 6505 of the Government Code. The Organization will ensure that audits are conducted as required by that Section. Unless the Council votes to appoint a separate auditor, audits will be conducted by auditor selected to conduct the audit of the Sheriff's Office. In the event that the Council selects a separate auditor, the full cost of the audit will be the responsibility of the Organization.

The Auditor shall perform the functions of auditor for the Organization and shall make or cause an independent annual audit of the accounts and records of the Organization by a certified public accountant, in compliance with the requirements of the Joint Exercise of Powers Act and generally accepted auditing standards.

4.04 Legal Counsel

The San Mateo County Counsel's Office shall be the legal counsel for the Organization. To the extent permitted by the Joint Exercise of Powers Act, the Organization may change, by resolution, the legal counsel to the Organization. The full cost of outside legal counsel will be the responsibility of the Organization.

4.05 Secretary to the Organization

The San Mateo County Office of Emergency Services shall provide a Secretary and administrative support to the Organization.

4.06 Contractors

The Organization shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary to carry out the purposes of the Organization. The Organization will be responsible for any/all incurred costs.

4.07 Committees

The Organization may form and dissolve Committees as determined by the Council.

4.08 Director of Emergency Services

The Sheriff or his/her designee is the Director of the San Mateo County Area Office of Emergency Services ("Director"). The SMC Area Office of Emergency Services is responsible for the on-going operation of the San Mateo County Operational Area and is also responsible for achieving the purposes of the Organization as follows:

- a) Emergency Response - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Plans and Operations - preparation, development, coordination, and integration of compatible and complimentary unified area-wide emergency plans for approval by the State of California and adoption by the Council.
- c) Communications - coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning systems, and other situational awareness tools.
- d) Public Education and Information - coordination and support of an area-wide public education and information program.
- e) Training and Exercise - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100 of the California Government Code and volunteers. The Member Agencies will be responsible for the training and exercise of their identified employees; however, OES will provide needed support as requested.
- f) Grant Program Administration - coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) General Administration - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.
- h) The Organization does not intend to acquire title to any property. But in the event that it does, pursuant to Section 6505.1 of the Government Code, the Organization designates the Director to handle that property. In the event that the Organization does acquire title to property, the Director will obtain a bond in the amount determined by the contracting parties.

4.09 Staffing Reimbursement

The County Office of Emergency Services is a bureau of the Sheriff's Office, staffed by sworn officers and other civil service employees of the County of San Mateo appointed by the Sheriff. The Office of Emergency Services supports the purposes of the Organization. A portion of the cost of Office of Emergency Services staff is reimbursed by the Organization in an amount determined by the funding allocation in this Agreement.

Article V – BUDGET AND COST-SHARING

In consideration of the mutual promises herein contained, it is hereby agreed that the cost of maintaining the Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal "matching funds," state grants, and other service revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 1. The county shall pay 50% of the remaining balance.
 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities' share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities divided into one-half of the total of the city's share of the budget equals a factor in mils.
 - b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city.
- c) For the purpose of this Agreement the total assessed valuation of real and personal property in all Member Agencies shall be the most recent such total maintained by the offices of the County Assessor.
- d) The figures used for population in each city shall be determined by a method and from a source that is mutually acceptable to the majority of members.
- e) It is understood and agreed that the financial obligations incurred by the Member Agencies under the provisions of this Agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the Member Agencies representing 25% or more of the county's population do not approve the budget in any fiscal year, the proposed budget will be referred back to the Director and the Finance Committee for revision and recommendation. If no resolution can be reached by the committee, the Member Agencies may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any Member Agency shall be financially responsible for that portion of the budget unilaterally adopted. Any Member Agency that does not meet its financial commitment under the adopted budget will lose its voting status and/or other such privileges of membership as determined by the Council.
- g) It is further agreed that any excess in federal or state funds, in any year, shall be reviewed by the Finance Committee, who will then make a recommendation to the Council, as to the disposition of the excess funds.
- h) With respect any Member Agency that is not a City or the County, the amount to be contributed is determined by a negotiation between those Member Agencies and the Director Emergency Services and must be approved by the Council. A letter memorializing the agreed contribution will be an attachment to this Agreement.

Article VI - INSURANCE

- a) The County shall add the Organization and Emergency Services Council to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the Agreement. Member Agencies understand that the County is partially self-insured. Unless the Organization decides otherwise, County shall provide for the defense of any claims or litigation within the self-insured retention. Legal representation by the County will ordinarily be provided by the County Counsel.

- b) Any out-of-pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula as described in Article V (b).

Article VII - EFFECTIVENESS

This Agreement shall be effective upon its execution by all Member Agencies. It is effective as to new Members Agencies upon adoption and approval by the Council and by the new Member Agency's governing body. This Agreement shall continue in effect until terminated as provided herein.

Article VIII – TERM AND TERMINATION

8.01 Withdrawal by Members

- a) Any Member Agency may withdraw from this Agreement by written notice given by such Member Agency to all other Member Agencies, which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice, a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective Member Agency may enter or re-enter the organization by petition to the Council by its governing body, and majority approval of the petition by the Council. Upon approval, the new Member Agency must agree in writing to all terms of this Agreement.
- c) Should a Member Agency withdraw less than 120 days prior to the commencement of the fiscal year, the withdrawal will be effective but that Member Agency will be responsible for its calculated contribution for that year pursuant to Article V.
- d) Should a Member Agency give required notice and withdraw from the Agreement, the prior contribution of that Member Agency will be divided equally by formula among the remaining Member Agencies.

8.02 Termination of Organization and Disposition of Surplus Money and Property

This Agreement shall terminate effective upon a vote of the Council, the County and by at least eleven (11) cities representing the majority of the population of the County. In the event that the Organization ceases to exist, surplus funds will be returned consistent with Section 6512 of the Government Code in proportion to the contributions made. The Organization does not intend to acquire title to any property. But in the event that it does, title to all property acquired by the Organization, shall be owned by the County of San Mateo to be used for "County Wide" purposes.

8.03 Amendments

Any proposed Amendments to this Agreement may be recommended by the Council but must be ratified by each Member Agency's governing body.

8.04 Review of this Agreement

The Council will conduct a review of this Agreement in 2020 and every five years thereafter to determine whether any changes to the Agreement are necessary or advisable. In the event that the Council concludes that changes should be made, each Member Agency representative will take those recommended changes to the governing body of the Member Agency for ratification.

8.05 Bylaws

The Council may, from time to time, adopt and/or amend Bylaws for the conduct of its affairs; provided the purpose is consistent with this Agreement and/or are necessary and appropriate.

Article IX - MISCELLANEOUS PROVISIONS

9.01 Notices

It shall be the responsibility of the Sheriff or his/her designee to ensure all notices are provided to Member Agencies and posted in compliance with the legal requirements of the Agreement.

9.02 Severability

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.03 Supersession

It is mutually understood and agreed by the Member Agencies that this Agreement supersedes the 1997 San Mateo County Operational Area Joint Powers Agreement, any previous agreements on this subject matter and any amendments thereto.

9.04 Assignment

No Member Agency shall assign any rights or obligations under this Agreement without the prior written consent of the Council.

9.05 Governing Law

This Agreement is made and to be performed in the State of California, and as such, California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

9.06 Headings

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

9.07 Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which shall constitute this Agreement.

9.08 No Third Party Beneficiaries

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Members Agencies, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

9.09 Filing of Notice of Agreement

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

9.10 Conflict of Interest Code

The Organization shall adopt a conflict of interest code as required by law. Member Agencies understand that representatives and alternate representatives are listed on the Organization's Conflict of Interest Code and will be responsible for filing a Form 700 with the Organization.

9.11 Indemnification

The Organization shall defend, indemnify and hold harmless each Member Agency (and each Member Agency's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of the Organization or its officers, agents or employees.

Each Member Agency shall defend, indemnify and hold harmless the other Member Agencies (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

9.12 Dispute Resolution/Legal Proceedings

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Member Agencies and/or the Organization.

9.13 Authorization to Enter Into Agreement

Each party warrants that the person signing this Agreement on its behalf is authorized to bind that party to this Agreement.

9.14 Confirmation of Jurisdictional Authority

By signing this Agreement, the Member Agencies retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual Member Agency's jurisdictional authority.

9.15 Participation Understanding

The Member Agencies understand that to facilitate proper emergency response, each public entity has an important role to play. By adopting this Agreement, the Member Agencies recognize the importance of that role. Descriptions of the activities that are expected of each Member Agency are contained in Attachment A to this Agreement. Attachment A may be modified by a majority of the Council at a meeting of the Organization.

(SIGNATURES ARE ON FOLLOWING PAGE)

IN WITNESS WHEREOF, each Member Agency has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

| Signatories | Resolution/Action Number | Date of Adoption |
|---------------------|--------------------------|------------------|
| Atherton | | |
| Belmont | | |
| Brisbane | | |
| Burlingame | | |
| Colma | | |
| Daly City | | |
| East Palo Alto | | |
| Foster City | | |
| Half Moon Bay | | |
| Hillsborough | | |
| Menlo Park | Reso. No. 6247 | Jan. 13, 2015 |
| Millbrae | | |
| Pacifica | | |
| Portola Valley | | |
| Redwood City | | |
| San Bruno | | |
| San Carlos | | |
| San Mateo | | |
| South San Francisco | | |
| Woodside | | |
| County of San Mateo | | |

**Second Revised and Restated
Joint Exercise of Powers Agreement
San Mateo County Operational Area Emergency Services Organization**

THIS JOINT POWERS AGREEMENT (“Agreement”) is made as of the Effective Date by and between the public entities set forth below, creating the San Mateo County Operational Area Emergency Services Organization Authority (“Organization”), also known as the **Emergency Services Council** (“ESC”).

Each public entity executing this Agreement shall be referred to individually as a “Member Agency,” with all referred to collectively as “Member Agencies.”

RECITALS

Whereas Member Agencies have established a unified emergency services organization by forming the Organization; and

Whereas the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Policy Directive 5 (PPD-5), the National Response Framework, National Incident Management System (NIMS), Presidential Policy Directive 8 (PPD-8), the National Preparedness Goal (NPG) and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans (EOPs) and Annexes.

Whereas the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of San Mateo County (SMC), special districts, unincorporated areas, and participating non-governmental entities; and

Whereas the Member Agencies agree that the goal of the Organization is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

Whereas the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act (“JPA Act”), California Government Code Section 6500 *et seq.*

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Member Agencies as herein contained, the Member Agencies agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose

This Agreement creates an entity to exercise the powers shared in common by the Member Agencies to engage in San Mateo County Operational Area (SMC OA) cooperative **planning with respect to all phases of the emergency management cycle: preparedness, mitigation, response, and recovery.** Such purposes are to be accomplished and the Members Agencies’ common powers exercised as set forth in this Agreement.

1.02 Creation of Authority

Pursuant to the JPA Act, the Member Agencies hereby reaffirm the creation of an entity to be known as the Organization or ESC. The Organization will be comprised of Member Agencies. The Organization shall be a public entity separate and apart from the Member Agencies. The geographic jurisdiction of the Organization is all territory within the geographic boundaries of the Member Agencies; however, the Organization may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Organization

Membership in the Organization is limited to public entities, as defined by the JPA Act, located or operating within SMC that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Organization (including, but not limited to financial, personnel, equipment, or other resources) as approved by the ESC.

1.04 Participating Members/Partners in the Organization

The DEM will establish standards for emergency management practices within the SMC OA, which Member Agencies in the Organization will follow.

Participation in the Organization is intended to ensure cooperative emergency planning and response; all participating Member Agencies and partners are expected to attend all regular and special meetings of the ESC, encourage active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this Agreement.

1.05 Powers of the Organization

The Organization may purchase, lease, own and/or dispose of property and equipment and enter into contract(s), as required to satisfy the purposes of this Agreement. The Organization may employ agents and/or employees, operate works and improvements, sue and be sued in its own name, and invest surplus funds.

Article II – GOVERNANCE

2.01 Composition of the Organization

The Organization shall be administered by the ESC consisting of the following members:

- a) The Chair of the Organization shall be a representative from the Board of Supervisors. The Chair of the Organization shall be appointed by the President of the Board of Supervisors.
- b) The mayor of each city or town in the County, or the mayor's designated representative, with the understanding that any representative shall be member of the City Council of the city whose mayor they are representing.
- c) A Vice-Chair shall be selected by the ESC.

2.02 General Purpose of the Organization

The general purpose of the Organization is to:

- a) Provide structure for administrative and fiscal policies and procedures;
- b) Identify and pursue funding sources;

- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all committee activities.

2.03 Specific Responsibilities of the ESC

The specific responsibilities of the ESC shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements, in addition to the basic agreements as deemed necessary to carry out the purpose of the Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Organization. Upon review and approval of the annual budget by the ESC, each Member Agency shall recommend the budget to the governing body of the Member Agency to secure from each the appropriation consistent with each Member Agency’s identified allocation (via Budget Sheets.)
- c) Each Member Agency’s Executive Officer shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in the San Mateo County Emergency Managers Association (SMC EMA) and work alongside the DEM. Should the identified Coordinator change at any time during the year, the Member Agency shall advise the DEM within 30 days.
- d) If a Member Agency participates in a contract relationship for the provision of emergency services, it is still required to name a local emergency coordinator to the EMA who will assure the continuity of communication between the Member Agency, the DEM and the Organization.

2.04 Meetings of the Organization.

- a) **Regular Meetings:** The ESC shall approve a schedule for its regular meetings provided, however, the ESC shall hold at least four meetings in one calendar year. The ESC shall fix the date, hour, and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member Agency at the first meeting of the fiscal year. By the approval of the Chair, Vice Chair, or the Department of Emergency Management Director (“DEM Director”), meetings can be canceled due to extenuating circumstances, which may include, but are not limited to, a lack of agenda items.
- b) **Agenda Setting -** The agenda shall be set by the Chair, Vice Chair, and the DEM Director.
- c) **Special Meetings:** Special meetings of the ESC may be called by the Chair, a majority of the ESC or the DEM Director. Special meetings will be held in accordance with the Ralph M. Brown Act (“Brown Act”), California Government Code section 54950 et seq.
- d) **Call, Notice and Conduct of Meetings:** All meetings of the legislative body of the ESC shall be noticed and held in accordance with the provisions of the Brown Act. As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member Agency. Any Member Agency may request that an item be considered for placement on the Agenda by submitting the request to the DEM Director.
- e) Meetings of the ESC shall be conducted by the Vice-Chair in the absence of the Chairperson. In the absence of both Chair and Vice-Chair, the meeting shall be chaired by a member of

the ESC selected by a majority vote of the ESC.

2.05 Minutes

The Secretary of the Organization shall cause to be kept a digital recording of each meeting, which shall be posted on the DEM Website. The Secretary will create brief summary written minutes for approval by the ESC. Once the minutes have been approved by the ESC, the minutes will be posted on the DEM website.

2.06 Voting

All power of the Organization shall reside with the ESC. Each Member Agency shall have one vote. A Member Agency's alternate representative may participate and vote in the proceedings of the ESC only in the absence of that Member Agency's regular representative. No absentee ballot is permitted.

2.07 Quorum; Required Votes; Approvals

A quorum of the ESC is a majority of the representatives of the Member Agencies of the Organization. If the number of Member Agencies is an even number, a majority is fifty percent of the Member Agencies, plus one. The ESC may not take any substantive action without a majority of the Member Agencies voting to take that action. Action on non-substantive procedural matters may be taken by a majority of a quorum.

Article III – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

3.01 Treasurer

The Treasurer of the County of San Mateo shall be the Treasurer of the Organization. The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Organization from whatever source, and shall have the duties and obligations set forth in the JPA Act.

3.02 Auditor and Financial Accountability

Although the Organization is a JPA the State Controller's Office (SCO) has determined that the Organization meets the criteria of a special district for financial reporting purposes under Government Code section 12463, subdivision (d)(2).

Government Code section 53891 requires the Organization to furnish to the SCO a report of all the financial transactions of the Organization during the preceding fiscal year. The report shall contain underlying data from audited financial statements prepared in accordance with generally accepted accounting principles, if this data is available. The report shall be furnished within seven months after the close of each fiscal year or within the time prescribed by the SCO, whichever is later, and shall be in the form and manner required by the SCO. The Organization shall submit to the SCO information on annual compensation, as described in subdivision (l) of Section 53892, for the previous calendar year no later than April 30th.

Pursuant to Government Code section 12464, if the reports are not completed in the time, form, and manner required or there is reason to believe that a report is false, incomplete, or incorrect, the SCO is authorized to proceed with an investigation to obtain the information required. Any costs

incurred by the SCO shall be borne by the Organization.

Government Code section 26909 also requires that an audit be completed and filed with the SCO within 12 months after the close of the fiscal year under examination. Unless the ESC votes to appoint an independent auditor, audits will be conducted in accordance with existing County policy, and by the auditor selected by the Office of the County Executive or the Controller. In the event that the ESC selects an independent auditor, the full cost of the audit will be the responsibility of the Organization. The Auditor shall perform the functions of auditor for the Organization and shall make or cause an independent annual audit of the accounts and records of the Organization by a certified public accountant, in compliance with the requirements of applicable laws and generally accepted auditing standards.

3.03 Legal Counsel

The SMC Attorney's Office shall be the legal counsel for the Organization. To the extent permitted by the JPA Act, the Organization may change, by resolution, the legal counsel to the Organization. The full cost of outside legal counsel will be the responsibility of the Organization.

3.04 Secretary to the Organization

The DEM shall provide a Secretary and administrative support to the Organization.

3.05 Contractors

The Organization shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary to carry out the purposes of the Organization. The Organization will be responsible for any/all incurred costs.

3.06 Committees

The Organization may form and dissolve Committees as determined by the ESC.

3.07 Department of Emergency Management

The DEM is responsible for the on-going operation of the SMC OA and is also responsible for achieving the purposes of the Organization as follows:

- a) Emergency Response Support - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Emergency Plans - preparation, development, coordination, and integration of compatible and complimentary unified area-wide emergency plans for approval by the State of California and adoption by the ESC.
- c) Communications - coordination, development and maintenance of an area-wide emergency communications systems, including public alert and warning systems, and other situational awareness tools. The DEM may host SMC OA communication infrastructure such as system-wide applications or platforms.
- d) Public Education and Information - coordination and support of an area-wide public education and information program.
- e) Training and Exercise - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100 of the California Government Code and volunteers. The Member Agencies will be responsible for the training and exercise of their identified employees; however, the DEM will provide

needed support as requested.

- f) Grant Program Administration - coordination and assistance with designated emergency coordinators within the OA in the securing and distribution of grant funds for regional emergency management initiatives and program support. The DEM Director will serve as the representative of Member Agencies with various grants and their approval authorities, including the State Homeland Security Program and Bay Area Urban Areas Security Initiative.
- g) General Administration - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.
- h) Function as a liaison with Cal OES and FEMA. Assist in providing guidance in recovery efforts.
- i) Resource Management – allocation and coordination of resources during local emergencies. Local governments will request resources through the logistics section at the SMC OA EOC. The DEM will escalate resource requests to the state if unable to be fulfilled locally.
- j) Regional Hazardous Material Emergency Response Program – The DEM will oversee the contract for hazardous material response in the SMC OA.

3.08 Staffing Reimbursement

The DEM is staffed by employees of the County of San Mateo. The DEM supports the purposes of the Organization. A portion of the cost of DEM staff is reimbursed by the Organization in an amount determined by the funding allocation in this Agreement.

3.09 Property

If the Organization acquires title to property, the DEM Director will have charge of, handle, or have access to the property of the Organization, and shall file an official bond in an amount to be fixed by the contracting parties, pursuant to Section 6505.1 of the Government Code.

Article IV – BUDGET AND COST-SHARING

In consideration of the mutual promises herein contained, it is hereby agreed that the cost of maintaining the Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal “matching funds,” state grants, and other revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 - 1. The county shall pay 50% of the remaining balance.
 - 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities’ share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities

divided into one-half of the total of the city's share of the budget equals a factor in mils.

- b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city.
- c) For the purpose of this Agreement the total assessed valuation of real and personal property in all Member Agencies shall be the most recent such total maintained by the offices of the County Assessor.
- d) The population figures will be based on the Census and will be updated at a minimum of every ten years.
- e) It is understood and agreed that the financial obligations incurred by the Member Agencies under the provisions of this Agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the Member Agencies representing 25% or more of the county's population do not approve the budget in any fiscal year, the proposed budget will be referred back to the DEM Director and the Finance Committee for revision and recommendation. If no resolution can be reached by the committee, the Member Agencies may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any Member Agency shall be financially responsible for that portion of the budget unilaterally adopted. Any Member Agency that does not meet its financial commitment under the adopted budget will lose its voting status and/or other such privileges of membership as determined by the ESC.
- g) It is further agreed that any excess in federal or state funds, in any year, shall be reviewed by a finance committee, who will then make a recommendation to the ESC, as to the disposition of the excess funds.
- h) With respect any Member Agency that is not a City or the County, the amount to be contributed is determined by a negotiation between those Member Agencies and the DEM Director and must be approved by the ESC. A letter memorializing the agreed contribution will be an attachment to this Agreement.
- i) The Finance Committee will be a standing committee of the ESC and is responsible for administrative and financial recommendations to the ESC. The Finance Committee will consist of the following members: SMC Supervisor (Chair of the ESC), Vice Chair, and representatives chosen by the ESC to be limited to five members.
- j) The Organization shall maintain a minimum of \$500,000 in the Trust Fund with a maximum of \$1,500,000. This policy can be reviewed and updated with a majority vote from the ESC.

Article V - INSURANCE

- a) The County shall add the Organization and ESC to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the Agreement. Member Agencies understand that the County is partially self-insured. Unless the Organization decides otherwise, County shall provide for the defense of any claims or litigation within the self-insured retention. Legal representation by the County will ordinarily be provided by the County Attorney.
- b) Any out-of-pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula as described in Article IV (b).

Article VI - EFFECTIVENESS

This Agreement shall be effective upon its execution by all Member Agencies. It is effective as to new Member Agencies upon adoption and approval by the ESC and by the new Member Agency's governing body. This Agreement shall continue in effect until terminated as provided herein.

Article VII – TERM AND TERMINATION

7.01 Withdrawal by Members

- a) Any Member Agency may withdraw from this Agreement by written notice given by such Member Agency to all other Member Agencies, which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice, a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective Member Agency may enter or re-enter the organization by petition to the ESC by its governing body, and majority approval of the petition by the ESC. Upon approval, the new Member Agency must agree in writing to all terms of this Agreement.
- c) Should a Member Agency withdraw less than 120 days prior to the commencement of the fiscal year, the withdrawal will be effective, but that Member Agency will be responsible for its calculated contribution for that year pursuant to Article IV.
- d) Should a Member Agency give required notice and withdraw from the Agreement, the prior contribution of that Member Agency will be divided equally by formula among the remaining Member Agencies.

7.02 Termination of Organization and Disposition of Surplus Money and Property

This Agreement shall terminate effective upon a vote of the ESC, the County and by at least eleven (11) cities representing the majority of the population of the County. In the event that the Organization ceases to exist, surplus funds will be returned consistent with Section 6512 of the Government Code in proportion to the contributions made. The Organization does not intend to acquire title to any property. But in the event that it does, title to all property acquired by the Organization shall be transferred to the County of San Mateo and be used for "County Wide" purposes.

7.03 Amendments

Any proposed Amendments to this Agreement may be recommended by the ESC but must be ratified by each Member Agency's governing body.

7.04 Bylaws

The ESC may, from time to time, adopt and/or amend Bylaws for the conduct of its affairs; provided the purpose is consistent with this Agreement and/or are necessary and appropriate.

Article VIII - MISCELLANEOUS PROVISIONS

8.01 Notices

It shall be the responsibility of the County Manager or designee to ensure all notices are provided to

Member Agencies and posted in compliance with the legal requirements of the Agreement.

8.02 Severability

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

8.03 Supersession

It is mutually understood and agreed by the Member Agencies that this Agreement supersedes the 2014 San Mateo County Operational Area Joint Powers Agreement, any previous agreements on this subject matter and any amendments thereto.

8.04 Assignment

No Member Agency shall assign any rights or obligations under this Agreement without the prior written consent of the ESC.

8.05 Governing Law

This Agreement is made and to be performed in the State of California, and as such, California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

8.06 Headings

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

8.07 Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which shall constitute this Agreement.

8.08 No Third Party Beneficiaries

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Member Agencies, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

8.09 Filing of Notice of Agreement

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

8.10 Conflict of Interest Code

The Organization has adopted a conflict of interest code as required by law. Member Agencies understand that representatives and alternate representatives are listed on the Organization's Conflict of Interest Code and will be responsible for filing a Form 700 with the Organization.

8.11 Indemnification

The Organization shall defend, indemnify and hold harmless each Member Agency (and each Member Agency's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of the Organization or its officers, agents or employees.

Each Member Agency shall defend, indemnify and hold harmless the Organization and the other Member Agencies (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

8.12 Dispute Resolution/Legal Proceedings

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Member Agencies and/or the Organization.

8.13 Authorization to Enter Into Agreement

Each party warrants that the person signing this Agreement on its behalf is authorized to bind that party to this Agreement.

8.14 Confirmation of Jurisdictional Authority

By signing this Agreement, the Member Agencies retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual Member Agency's jurisdictional authority.

(SIGNATURES ARE ON FOLLOWING PAGE)

IN WITNESS WHEREOF, each Member Agency has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

| Signatories | Resolution/Action Number | Date of Adoption |
|---------------------|--------------------------|------------------|
| Atherton | | |
| Belmont | | |
| Brisbane | | |
| Burlingame | | |
| Colma | | |
| Daly City | | |
| East Palo Alto | | |
| Foster City | | |
| Half Moon Bay | | |
| Hillsborough | | |
| Menlo Park | | |
| Millbrae | | |
| Pacifica | | |
| Portola Valley | | |
| Redwood City | | |
| San Bruno | | |
| San Carlos | | |
| San Mateo | | |
| South San Francisco | | |
| Woodside | | |
| County of San Mateo | | |

ANNEX A – COMMON TERMINOLOGY

A.01 Terminology Defined

Not all vocabulary of technical terms listed in the Agreement is used in the Agreement. In part, the terms are included as a resource to further clarify terminology utilized in documentation, field operations and/or applicable subject matter.

A.02 All-Hazards: The consideration of the full spectrum of emergencies (natural, technological, or human-caused incidents) that calls for action to protect life, property, and environment. The advantages of adopting an all-hazards approach to prepare for and respond to disasters include comprehensive planning, resource flexibility, coordination among agencies, training, and community engagement to effectively control different types of disasters to reduce or eliminate duplication of effort and cost.

A.03 California Governor’s Office of Emergency Services (Cal OES): State-level organization that functions as the central command center during major emergencies and disasters in California. Cal OES oversees the response, direction, and coordination of state and federal resources, as well as mutual aid assets, to support diverse communities in the state.

A.04 Catastrophe: Any incident, natural or human-caused, with consequences of high rates of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained impacts over a prolonged period, exceed resources normally available in the impacted area, and significantly interrupt governmental operations and emergency services to such an extent that national security could be threatened.

A.05 Community Emergency Response Team (CERT): Community-level organizations of volunteer emergency workers who can provide immediate assistance to supplement the efforts of professional responders in the event of a major disaster. CERT programs train volunteers in disaster preparedness and basic disaster response skills during disaster situations so professional responders can prioritize and allocate resources to more complex tasks. Local CERT programs are supported by the Federal Emergency Management Agency (FEMA), as well as the California Governor’s Office of Emergency Services (Cal OES).

A.06 Command: The act or directing and or controlling by virtue of explicit legal, agency or delegated authority. The term “Command” may also refer to the Incident Commander.

A.07 Emergency: Any incident, natural, technological, or human-caused, that requires responsive action to protect life, property, and environment. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

A.08 Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism or other human-caused disasters.

A.09 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or maybe in a more central or permanently established facility, such as at a higher level of organization within a jurisdiction.

A.10 Federal Emergency Management Agency (FEMA): Federal-level organization that coordinates the federal government's response to major disasters and emergencies, providing support and resources to state and local authorities. Its role includes managing disaster relief efforts, facilitating recovery operations, and helping communities prepare for future incidents.

A.11 Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

A.12 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It is used for all kinds of emergencies and can be applied to small as well as large and complex incidents.

A.13 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and/or property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

A.14 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law;) regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107-296, 116 Stat. 2135 (2002).

A.15 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life

and/or property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

A.16 National Incident Management System (NIMS): A system that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, to reduce the loss of life or property and harm to the environment.

A.17 National Response Framework: Document that establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

A.18 Operational Area (OA): An intermediate level of the state emergency services organization, consisting of SMC and all political subdivisions within the county area. In a state of emergency, the OA shall serve as a link in the system of communications and coordination between the political subdivisions comprising the OA and the Regional Emergency Operations Center (REOC) or State Operations Center (SOC). **The SMC OA mirrors the County's geographic boundaries.**

A.19 Preparedness: Actions that involve a combination of planning, resources, training, as well as exercising and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

A.20 Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; and post-incident reporting and development of initiatives to mitigate the effects of future incident.

A.21 Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the NIMS, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or an EOC.

A.22 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

A.23 Standardized Emergency Management System (SEMS): The cornerstone of California’s emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California’s emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the ICS, California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the OA concept, and multiagency or inter-agency coordination. State agencies and local governments are required to use SEMS to be eligible for any reimbursement of response-related costs under the state’s disaster assistance program.



STAFF REPORT

City Council Meeting Date: 11/19/2024
Staff Report Number: 24-195-CC

Consent Calendar: Receive and file the investment portfolio reports for Sept. 30

Recommendation

Staff recommends the City Council receive and file the City's investment portfolio reports for Sept. 30.

Policy Issues

The City and the Successor Agency funds are invested in full compliance with the City's investment policy and State law, which emphasize safety, liquidity and yield.

Background

The City's investment policy requires a quarterly investment report to the City Council, which includes all financial investments of the City, and provides information on the investment type, value and yield for all securities. The Finance and Audit Commission (FAC) held a special meeting Nov. 7 to review these investment reports and recommend receipt by City Council.

Analysis

The City's investments are presented on an amortized cost basis as well as by fair market value. Amortized cost refers to the purchase price of the investment adjusted for factors like interest rates and payments over the lifetime of the investment. The difference between amortized cost and fair market value is referred to as an unrealized loss or gain. It is important to note that an unrealized loss or gain does not represent an actual transaction, but rather the difference between the cost and the current value. The City generally holds securities to maturity in an attempt to avoid market risk and minimize losses.

Insight Investment serves as the City's financial adviser and makes recommended trades, purchases, and sales of securities that align market conditions to the City Council-adopted investment policy to the greatest extent possible. The City has investments in corporate bonds, government agency notes and government bonds, which reflect a diversified, low-risk mix. These range from short-term (less than 90 days) to longer-term investments (1-5 years) with the goal of providing a greater rate of return. In addition, the City uses the Local Agency Investment Fund (LAIF), managed by the California State Treasurer, which provides similar liquidity to that of a money market fund. The current mix between LAIF and other investments was developed in coordination with Insight Investment to aid with anticipated cash flow needs.

Investment portfolio as of Sept. 30

As of Sept. 30, the City's investment portfolio's fair market value totaled \$202,839,412 as shown below in Table 1. The fair market value of the City's securities was \$0.89 million greater than the amortized cost at quarter-end.

| Table 1: Recap of investments held as of Sept. 30 | | | |
|---|----------------------|----------------------|----------------|
| Security | Amortized cost basis | Fair market value | % of portfolio |
| LAIF | \$6,462,125 | \$6,462,125 | 3% |
| Securities portfolio | | | |
| Cash | \$301,115 | \$301,115 | 0% |
| Corporate bonds | \$56,569,685 | \$57,141,850 | 28% |
| Government agencies | \$66,082,149 | \$66,291,908 | 33% |
| Government bonds | \$72,530,875 | \$72,642,414 | 36% |
| Short term bills, notes | \$0 | \$0 | 0% |
| Total | \$201,945,949 | \$202,839,412 | 100% |

The City’s consolidated portfolio report for the quarter ending Sept. 30 is included as Attachment A, and described in detail below:

- LAIF – Approximately 3% of the portfolio resides in the City’s LAIF account. The rate of return for LAIF yielded 4.58% for this quarter.
- Securities portfolio – The rate of return for the managed assets yielded 3.78%. Individual securities positions and maturities held at quarter-end along with purchases and transactions for the month of September are included in Attachment B.
- Environmental, Social, Governance (ESG) – The ESG ratings for corporate investments are based on a relative scale of 1 – 5, with 1 being the best investment. The ESG ratings at quarter-end are outlined in Attachment C. The overall score changed slightly from 3.14 to 3.21. With a score of 3.0 being average, the City’s investments are slightly below average.

Performance comparison

As specified in the City’s investment policy, the performance of the portfolio is measured against the benchmark of a treasury bond. For the quarter ending Sept. 30, the City’s portfolio yielded 3.81% with a weighted average maturity of 2.02 years. The average two-year Treasury note saw a yield of 2.18%, or 1.63% lower than the City’s portfolio performance.

Return for the two-year Treasury note, along with other comparative rates of return, can be found in the activity and performance summary section of Attachment B. Primary factors influencing the City’s portfolio are Federal Reserve monetary policy, inflation and labor market conditions. Additional discussion on the fixed income market, including economic indicators, can be found in the investment details reports in Attachment B.

Impact on City Resources

Based on the liquidity of LAIF, as well as the balances in the City’s bank account with U.S. Bank, the City has sufficient funds available to meet its expenditure requirements for the next six months.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA)

Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Quarterly consolidated portfolio report – Sept. 30
- B. Activity and performance summary for September 2024
- C. ESG rating as of Sept. 30

Report prepared by:
Adrian Patino, Management Analyst II

Reviewed by:
Jared Hansen, Assistant Administrative Services Director

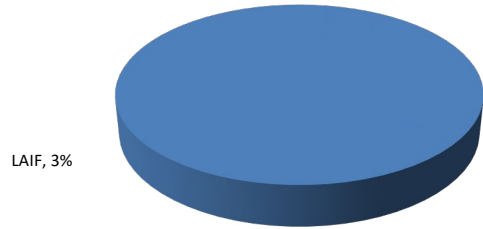
City of Menlo Park Quarterly Consolidated Portfolio Report September 30, 2024

City Managed Assets % Return

| | | | | |
|---------------------------------|-----------|------------------|-----------|-------|
| LAIF | \$ | 6,462,125 | 3% | 4.58% |
| Total Internally Managed | \$ | 6,462,125 | 3% | |

Weighted Average Yield **4.58%**

| | | |
|---------------------------------------|------|--|
| | Days | |
| Effective Average Duration - Internal | 1 | |
| Weighted Average Maturity - Internal | 1 | |

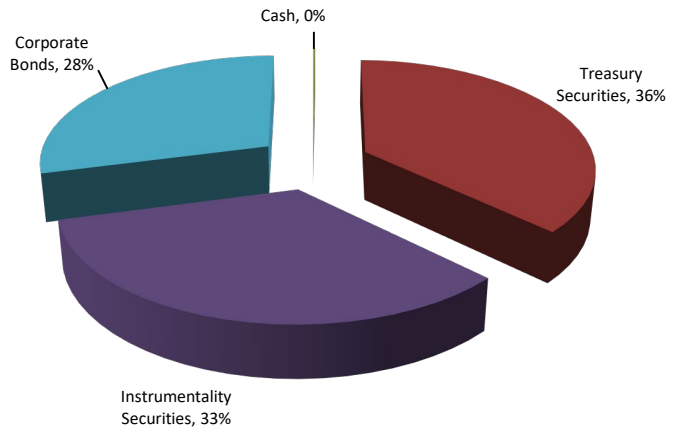


Advisor Managed Assets % Return

| | | | | |
|---------------------------------|-----------|--------------------|------------|-------|
| Cash | \$ | 301,115 | 0% | 3.00% |
| Treasury Securities | \$ | 72,642,414 | 36% | 3.46% |
| Instrumentality Securities | \$ | 66,291,908 | 33% | 3.92% |
| Corporate Bonds | \$ | 57,141,850 | 28% | 4.04% |
| Total Externally Managed | \$ | 196,377,287 | 97% | |

Weighted Average Yield **3.78%**

| | | |
|---------------------------------------|-------|--|
| | Years | |
| Effective Average Duration - External | 1.92 | |
| Weighted Average Maturity - External | 2.09 | |

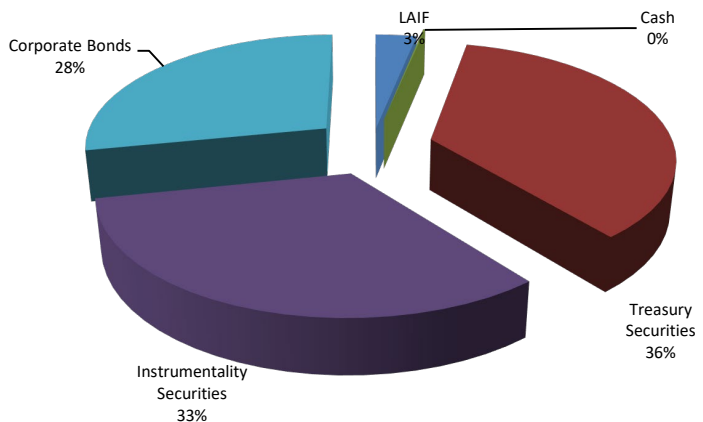


Total Portfolio Assets % Return

| | | | | |
|-------------------------------|-----------|--------------------|-----|-------|
| LAIF | \$ | 6,462,125 | 3% | 4.58% |
| Cash | \$ | 301,115 | 0% | 3.00% |
| Treasury Securities | \$ | 72,642,414 | 36% | 3.46% |
| Instrumentality Securities | \$ | 66,291,908 | 33% | 3.92% |
| Corporate Bonds | \$ | 57,141,850 | 28% | 4.04% |
| Total Portfolio Assets | \$ | 202,839,412 | | |

Weighted Average Yield **3.81%**

| | | |
|------------------------------------|-------|--|
| | Years | |
| Effective Average Duration - Total | 1.86 | |
| Weighted Average Maturity - Total | 2.02 | |



Portfolio Change

| | | |
|-------------------|----|-------------|
| Beginning Balance | \$ | 196,876,007 |
| Ending Balance | \$ | 202,839,412 |

* Note: All data for external assets was provided by the client and is believed to be accurate.
Insight Investment does not manage the external assets and this report is provided for the client's use.
Market values are presented.

FOR PROFESSIONAL CLIENTS ONLY
NOT TO BE REPRODUCED WITHOUT PRIOR WRITTEN APPROVAL
PLEASE REFER TO ALL RISK DISCLOSURES AT THE BACK OF THIS DOCUMENT

CITY OF MENLO PARK

September 2024

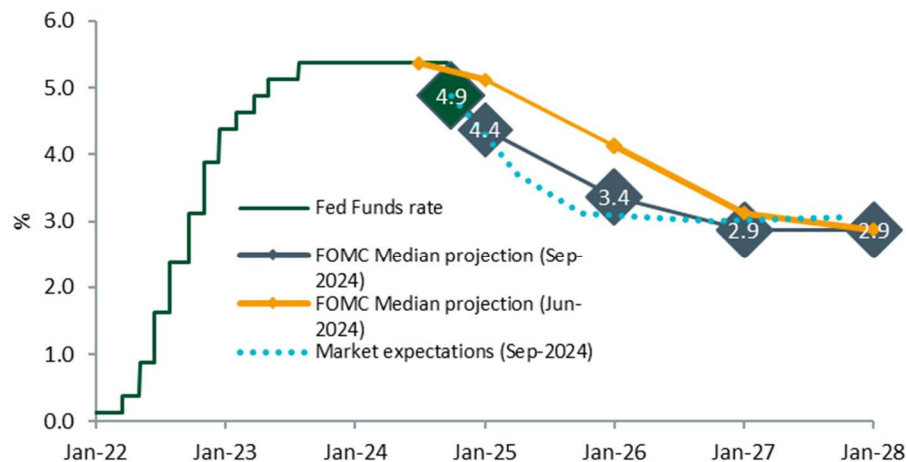


Contents

| | |
|--|----|
| Fixed income market review | 3 |
| Activity and performance summary | 4 |
| Recap of securities held | 6 |
| Maturity distribution of securities held | 7 |
| Securities held | 8 |
| GASB 40 - Deposit and investment risk disclosure | 17 |
| Securities purchased | 24 |
| Securities sold and matured | 25 |
| Detail of return and interest received | 26 |
| Transaction report | 32 |
| Additional information | 34 |

As of September 30, 2024

Chart 1: The FOMC cut rates by 50bp and projected a further 50bp to follow in 2024



Source: Federal Reserve, Bloomberg, Insight, September 30, 2024

Chart 2: The Fed shifts its focus to supporting the labor market



Source: Bureau of Labor Statistics, Bloomberg, September 30, 2024

Economic Indicators and Monetary Policy

The FOMC cut the Fed funds rate by 50bp, taking it to a range of 4.75% to 5%. The central bank made several changes to its official statement to reflect a shift in focus from inflation to the labor market. The central bank noted “progress on inflation” and declared the committee has “gained greater confidence that inflation is moving sustainably toward 2%”. On the labor market, it changed its characterization of job gains as having “moderated” to “slowed” and added that the committee is “strongly committed to supporting maximum employment”. The FOMC projected another 50bp of further rate cuts into the end of the year and 100bp to follow in 2025 (Chart 1).

The FOMC left most of its longer-term estimates unchanged, but slightly adjusted some of its near-term projections to reflect slower growth and inflation as well as higher unemployment. The Fed trimmed its year-end PCE inflation outlook from 2.6% to 2.3% and its core inflation projection from 2.8% to 2.6%. It raised its near-term unemployment rate projection from 4% to 4.4% for end-2024.

Including food and energy, CPI fell from 2.9% to 2.5% and PCE fell from 2.5% to 2.2%. Both reached the closest levels to the Fed’s 2% target since early 2021. Core CPI remained at 3.2% and Core PCE rose slightly from 2.6% to 2.7%.

The US economy added 142,000 jobs in August, below the 165,000 expected, and up from a downwardly revised 89,000 in July. Besides the pandemic, it was the weakest three months of private sector hiring since 2012. The unemployment rate fell slightly from 4.3% to 4.2%. Wage growth rose from 3.6% to 3.8%.

The third release of Q2 GDP was unchanged at 3% but with marginally softer domestic demand. Annual revisions to the five years from Q1-2019 to Q1-2023 showed notably higher post-pandemic growth in 2021 (up from 5.8% to 6.1%), 2022 (up from 1.9% to 2.5%), and 2023 (up from 2.5% to 2.9%).

Interest Rate Summary

Yields generally fell during the month and the 2-year to 10-year part of the curve dis-inverted for the first time since July 2022. At the end of September, the 3-month US Treasury bill yielded 4.62%, the 6-month US Treasury bill yielded 4.40%, the 2-year US Treasury note yielded 3.64%, the 5-year US Treasury note yielded 3.56% and the 10-year US Treasury note yielded 3.78%.

ACTIVITY AND PERFORMANCE SUMMARY

For the period September 1, 2024 - September 30, 2024

| <u>Amortized Cost Basis Activity Summary</u> | |
|--|----------------|
| Opening balance | 194,778,581.13 |
| Income received | 523,166.56 |
| Total receipts | 523,166.56 |
| Total disbursements | 0.00 |
| Interportfolio transfers | 0.00 |
| Total Interportfolio transfers | 0.00 |
| Realized gain (loss) | 0.00 |
| Change in accruals from security movement | 0.00 |
| Total amortization expense | (20,595.31) |
| Total OID/MKT accretion income | 202,671.87 |
| Return of capital | 0.00 |
| Closing balance | 195,483,824.25 |
| Ending fair value | 196,377,286.67 |
| Unrealized gain (loss) | 893,462.42 |

| <u>Detail of Amortized Cost Basis Return</u> | | | | |
|--|-------------------|--------------------------|----------------------|-------------------|
| | Interest earned | Accretion (amortization) | Realized gain (loss) | Total income |
| Cash and Cash Equivalents | 549.00 | 0.00 | 0.00 | 549.00 |
| Corporate Bonds | 170,176.19 | 14,136.21 | 0.00 | 184,312.40 |
| Government Agencies | 144,748.99 | 64,490.86 | 0.00 | 209,239.85 |
| Government Bonds | 98,796.17 | 103,449.49 | 0.00 | 202,245.66 |
| Total | 414,270.35 | 182,076.56 | 0.00 | 596,346.91 |

| <u>Comparative Rates of Return (%)</u> | | | |
|--|-------------------------|----------------------|-------------|
| | * Twelve month trailing | * Six month trailing | * One month |
| Fed Funds | 5.31 | 2.60 | 0.41 |
| Overnight Repo | 5.38 | 2.65 | 0.42 |
| Merrill Lynch 3m US Treas Bill | 5.23 | 2.55 | 0.38 |
| Merrill Lynch 6m US Treas Bill | 5.10 | 2.47 | 0.36 |
| ML 1 Year US Treasury Note | 4.92 | 2.35 | 0.33 |
| ML 2 Year US Treasury Note | 4.53 | 2.18 | 0.29 |
| ML 5 Year US Treasury Note | 4.19 | 2.03 | 0.28 |

* rates reflected are cumulative

| <u>Summary of Amortized Cost Basis Return for the Period</u> | |
|--|-----------------|
| | Total portfolio |
| Interest earned | 414,270.35 |
| Accretion (amortization) | 182,076.56 |
| Realized gain (loss) on sales | 0.00 |
| Total income on portfolio | 596,346.91 |
| Average daily amortized cost | 195,136,165.80 |
| Period return (%) | 0.30 |
| YTD return (%) | 2.65 |
| Weighted average final maturity in days | 767 |

ACTIVITY AND PERFORMANCE SUMMARY

For the period September 1, 2024 - September 30, 2024

| <u>Fair Value Basis Activity Summary</u> | | |
|--|------------|----------------|
| Opening balance | | 194,682,145.03 |
| Income received | 523,166.56 | |
| Total receipts | | 523,166.56 |
| Total disbursements | | 0.00 |
| Interportfolio transfers | 0.00 | |
| Total Interportfolio transfers | | 0.00 |
| Unrealized gain (loss) on security movements | | 0.00 |
| Change in accruals from security movement | | 0.00 |
| Return of capital | | 0.00 |
| Change in fair value for the period | | 1,171,975.08 |
| Ending fair value | | 196,377,286.67 |

| <u>Detail of Fair Value Basis Return</u> | | | |
|--|-------------------|----------------------|---------------------|
| | Interest earned | Change in fair value | Total income |
| Cash and Cash Equivalents | 549.00 | 0.00 | 549.00 |
| Corporate Bonds | 170,176.19 | 370,143.71 | 540,319.90 |
| Government Agencies | 144,748.99 | 320,925.78 | 465,674.77 |
| Government Bonds | 98,796.17 | 480,905.59 | 579,701.76 |
| Total | 414,270.35 | 1,171,975.08 | 1,586,245.43 |

| <u>Comparative Rates of Return (%)</u> | | | |
|--|-------------------------|----------------------|-------------|
| | * Twelve month trailing | * Six month trailing | * One month |
| Fed Funds | 5.31 | 2.60 | 0.41 |
| Overnight Repo | 5.38 | 2.65 | 0.42 |
| ICE Bofa 3 Months US T-BILL | 5.46 | 2.71 | 0.43 |
| ICE Bofa 6m US Treas Bill | 5.73 | 2.90 | 0.52 |
| ICE Bofa 1 Yr US Treasury Note | 5.87 | 3.16 | 0.66 |
| ICE BofA US Treasury 1-3 | 6.74 | 3.84 | 0.80 |
| ICE BofA US Treasury 1-5 | 7.44 | 4.23 | 0.88 |

* rates reflected are cumulative

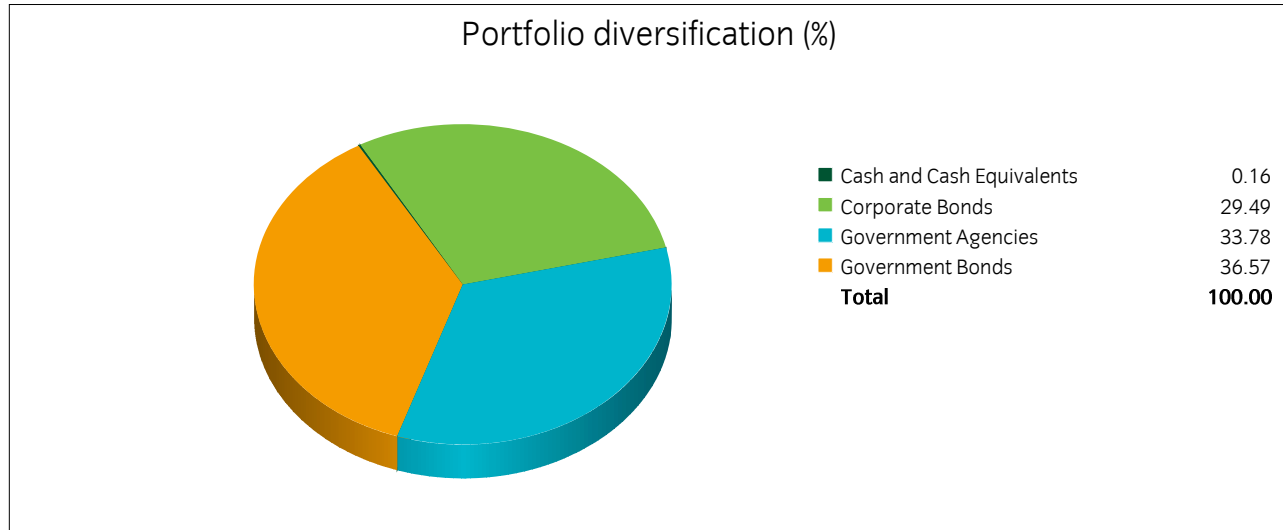
| <u>Summary of Fair Value Basis Return for the Period</u> | |
|--|-----------------|
| | Total portfolio |
| Interest earned | 414,270.35 |
| Change in fair value | 1,171,975.08 |
| Total income on portfolio | 1,586,245.43 |
| Average daily total value * | 197,274,168.03 |
| Period return (%) | 0.81 |
| YTD return (%) | 4.37 |
| Weighted average final maturity in days | 767 |

* Total value equals market value and accrued interest

RECAP OF SECURITIES HELD

As of September 30, 2024

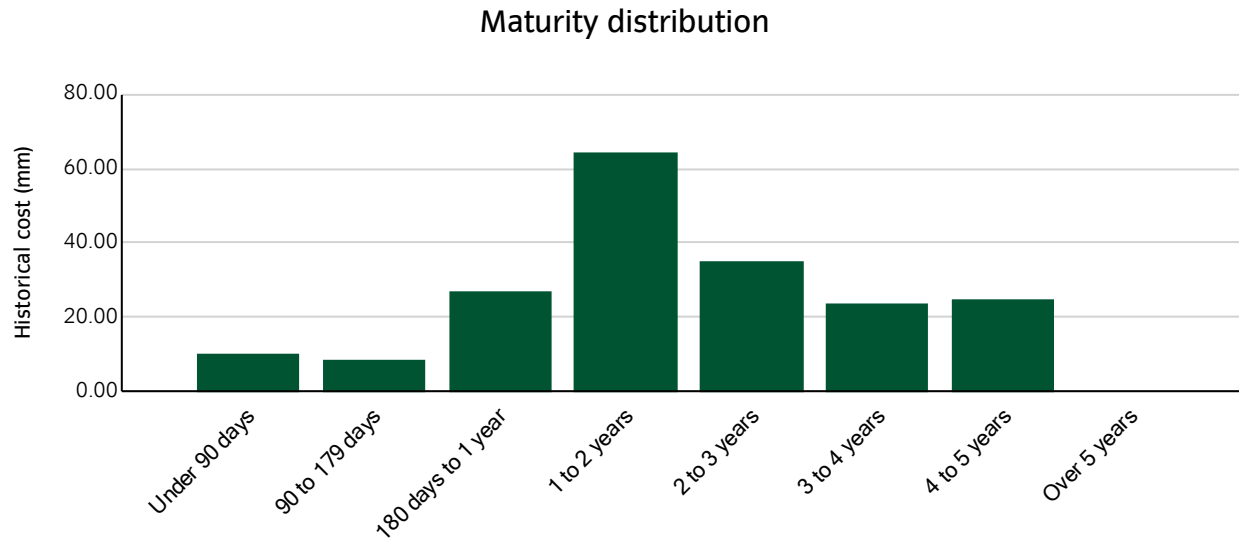
| | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Weighted average final maturity (days) | Percent of portfolio | Weighted average effective duration (years) |
|---------------------------|-----------------------|-----------------------|-----------------------|------------------------|--|----------------------|---|
| Cash and Cash Equivalents | 301,114.71 | 301,114.71 | 301,114.71 | 0.00 | 1 | 0.16 | 0.00 |
| Corporate Bonds | 56,481,288.18 | 56,569,684.50 | 57,141,850.25 | 572,165.75 | 911 | 29.49 | 2.15 |
| Government Agencies | 64,704,861.34 | 66,082,149.05 | 66,291,907.68 | 209,758.63 | 565 | 33.78 | 1.45 |
| Government Bonds | 70,051,113.20 | 72,530,875.99 | 72,642,414.03 | 111,538.04 | 840 | 36.57 | 2.16 |
| Total | 191,538,377.43 | 195,483,824.25 | 196,377,286.67 | 893,462.42 | 767 | 100.00 | 1.92 |



MATURITY DISTRIBUTION OF SECURITIES HELD

As of September 30, 2024

| Maturity | Historic cost | Percent |
|--------------------|-----------------------|---------------|
| Under 90 days | 9,671,814.71 | 5.05 |
| 90 to 179 days | 8,139,471.95 | 4.25 |
| 180 days to 1 year | 26,837,985.39 | 14.01 |
| 1 to 2 years | 64,211,539.27 | 33.52 |
| 2 to 3 years | 35,027,926.45 | 18.29 |
| 3 to 4 years | 23,313,176.24 | 12.17 |
| 4 to 5 years | 24,336,463.42 | 12.71 |
| Over 5 years | 0.00 | 0.00 |
| | 191,538,377.43 | 100.00 |



SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|--|---|--------|--------------------------|------------------------|-------------------|-------------------|-------------------|------------------------------|------------------------------|-------------------|
| Cash and Cash Equivalents | | | | | | | | | | |
| | Cash and Cash Equivalents | 0.000 | | 301,114.71 | 301,114.71 | 301,114.71 | 301,114.71 | 0.00 | 0.00 | 0.16 |
| Total Cash and Cash Equivalents | | | | 301,114.71 | 301,114.71 | 301,114.71 | 301,114.71 | 0.00 | 0.00 | 0.16 |
| Corporate Bonds | | | | | | | | | | |
| 89236TGL3 | TOYOTA MOTOR CREDIT CORP 2% 07OCT2024 | 2.000 | 10/07/2024 | 1,000,000.00 | 999,410.00 | 999,997.58 | 999,484.66 | (512.92) | 9,611.11 | 0.52 |
| 69353REF1 | PNC BANK NA 3.3% 30OCT2024 CALLABLE | 3.300 | 10/30/2024 | 2,500,000.00 | 2,737,590.00 | 2,500,000.00 | 2,495,380.53 | (4,619.47) | 34,375.00 | 1.43 |
| 14913Q3B3 | CATERPILLAR FINL SERVICE 2.15% 08NOV2024 | 2.150 | 11/08/2024 | 1,000,000.00 | 1,048,770.00 | 1,001,405.05 | 996,948.18 | (4,456.87) | 8,480.56 | 0.55 |
| 931142DV2 | WALMART INC 2.65% 15DEC2024 (CALLABLE 04NOV24) | 2.650 | 12/15/2024 10/15/2024 | 1,500,000.00 | 1,595,520.00 | 1,501,283.87 | 1,493,422.28 | (7,861.59) | 11,593.75 | 0.83 |
| 90331HMS9 | US BANK NA CINCINNATI 2.8% 27JAN2025 (CALLABLE 27DEC24) | 2.800 | 01/27/2025 12/27/2024 | 1,000,000.00 | 995,210.00 | 999,441.80 | 993,234.60 | (6,207.20) | 4,900.00 | 0.52 |
| 89236TLJ2 | TOYOTA MOTOR CREDIT CORP 4.8% 05JAN2026 | 4.800 | 01/05/2026 | 1,800,000.00 | 1,801,512.00 | 1,800,958.16 | 1,816,757.35 | 15,799.19 | 20,400.00 | 0.94 |
| 02665WEC1 | AMERICAN HONDA FINANCE 4.75% 12JAN2026 | 4.750 | 01/12/2026 | 2,000,000.00 | 2,029,820.00 | 2,014,321.04 | 2,014,958.56 | 637.52 | 20,583.33 | 1.06 |
| 437076BM3 | HOME DEPOT INC 3% 01APR2026 (CALLABLE 01JAN26) | 3.000 | 04/01/2026 01/01/2026 | 3,000,000.00 | 2,948,280.00 | 2,978,993.60 | 2,957,934.60 | (21,059.00) | 44,750.00 | 1.54 |
| 46625HQW3 | JPMORGAN CHASE & CO 3.3% 01APR2026 (CALLABLE 01JAN26) | 3.300 | 04/01/2026 01/01/2026 | 1,500,000.00 | 1,414,860.00 | 1,448,188.14 | 1,481,140.35 | 32,952.21 | 24,612.50 | 0.74 |
| 06051GFX2 | BANK OF AMERICA CORP 3.5% 19APR2026 | 3.500 | 04/19/2026 | 1,500,000.00 | 1,440,540.00 | 1,466,289.92 | 1,485,324.30 | 19,034.38 | 23,479.17 | 0.75 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|------------------------|---|--------|--------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Corporate Bonds | | | | | | | | | | |
| 46625HRS1 | JPMORGAN CHASE & CO 3.2% 15JUN2026 (CALLABLE 15MAR26) | 3.200 | 06/15/2026 03/15/2026 | 1,500,000.00 | 1,437,795.00 | 1,468,719.48 | 1,478,012.97 | 9,293.49 | 14,000.00 | 0.75 |
| 91159HHN3 | US BANCORP 2.375% 22JUL2026 (CALLABLE 22JUN26) | 2.375 | 07/22/2026 06/22/2026 | 2,000,000.00 | 1,912,040.00 | 1,959,726.18 | 1,945,780.24 | (13,945.94) | 8,972.22 | 1.00 |
| 594918BR4 | MICROSOFT CORP 2.4% 08AUG2026 (CALLABLE 08MAY26) | 2.400 | 08/08/2026 05/08/2026 | 2,000,000.00 | 1,939,660.00 | 1,972,008.94 | 1,950,157.62 | (21,851.32) | 6,933.33 | 1.01 |
| 88579YAV3 | 3M COMPANY 2.25% 19SEP2026 (CALLABLE 19JUN26) | 2.250 | 09/19/2026 06/19/2026 | 2,000,000.00 | 1,906,760.00 | 1,955,363.16 | 1,926,980.24 | (28,382.92) | 1,375.00 | 1.00 |
| 713448DN5 | PEPSICO INC 2.375% 06OCT2026 (CALLABLE 06JUL26) | 2.375 | 10/06/2026 07/06/2026 | 1,000,000.00 | 967,260.00 | 984,132.68 | 972,017.41 | (12,115.27) | 11,479.17 | 0.50 |
| 594918BY9 | MICROSOFT CORP 3.3% 06FEB2027 (CALLABLE 06NOV26) | 3.300 | 02/06/2027 11/06/2026 | 1,000,000.00 | 971,010.00 | 977,333.14 | 991,040.91 | 13,707.77 | 4,950.00 | 0.51 |
| 17275RBQ4 | CISCO SYSTEMS INC 4.8% 26FEB2027 (CALLABLE 26JAN27) | 4.800 | 02/26/2027 01/26/2027 | 1,600,000.00 | 1,597,680.00 | 1,597,996.89 | 1,635,015.34 | 37,018.45 | 7,253.33 | 0.83 |
| 437076CA8 | HOME DEPOT INC 2.5% 15APR2027 (CALLABLE 15FEB27) | 2.500 | 04/15/2027 02/15/2027 | 1,200,000.00 | 1,104,228.00 | 1,144,955.16 | 1,159,653.60 | 14,698.44 | 13,750.00 | 0.58 |
| 91159HHR4 | US BANCORP 3.15% 27APR2027 (CALLABLE 27MAR27) | 3.150 | 04/27/2027 03/27/2027 | 2,000,000.00 | 1,865,100.00 | 1,911,184.45 | 1,960,155.02 | 48,970.57 | 26,775.00 | 0.97 |
| 037833CR9 | APPLE INC 3.2% 11MAY2027 (CALLABLE 11FEB27) | 3.200 | 05/11/2027 02/11/2027 | 2,121,000.00 | 2,062,439.19 | 2,088,276.89 | 2,092,642.85 | 4,365.96 | 26,206.13 | 1.08 |
| 693475AT2 | PNC FINANCIAL SERVICES 3.15% 19MAY2027 (CALLABLE 19APR27) | 3.150 | 05/19/2027 04/19/2027 | 1,100,000.00 | 1,033,901.00 | 1,057,182.29 | 1,072,562.24 | 15,379.95 | 12,608.75 | 0.54 |
| 037833DB3 | APPLE INC 2.9% 12SEP2027 (CALLABLE 12JUN27) | 2.900 | 09/12/2027 06/12/2027 | 1,000,000.00 | 947,060.00 | 967,063.69 | 977,555.69 | 10,492.00 | 1,450.00 | 0.49 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|------------------------|--|--------|--------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Corporate Bonds | | | | | | | | | | |
| 89236TKL8 | TOYOTA MOTOR CREDIT CORP 5.45% 10NOV2027 | 5.450 | 11/10/2027 | 1,000,000.00 | 1,010,730.00 | 1,007,911.52 | 1,042,136.30 | 34,224.78 | 21,194.44 | 0.53 |
| 89236TEM3 | TOYOTA MOTOR CREDIT CORP 3.05% 11JAN2028 | 3.050 | 01/11/2028 | 1,000,000.00 | 929,660.00 | 948,209.76 | 969,730.42 | 21,520.66 | 6,693.06 | 0.49 |
| 02665WED9 | AMERICAN HONDA FINANCE 4.7% 12JAN2028 | 4.700 | 01/12/2028 | 2,300,000.00 | 2,326,225.00 | 2,318,060.95 | 2,341,069.49 | 23,008.54 | 23,421.67 | 1.21 |
| 46647PCW4 | JPMORGAN CHASE & CO 2.947% 24FEB2028 (CALLABLE 24FEB27) | 2.947 | 02/24/2028 02/24/2027 | 1,300,000.00 | 1,215,188.00 | 1,230,375.66 | 1,260,821.20 | 30,445.54 | 3,831.10 | 0.63 |
| 194162AR4 | COLGATE-PALMOLIVE CO 4.6% 01MAR2028 (CALLABLE 01FEB28) | 4.600 | 03/01/2028 02/01/2028 | 1,600,000.00 | 1,593,600.00 | 1,595,625.54 | 1,641,766.59 | 46,141.05 | 5,928.89 | 0.83 |
| 191216DD9 | COCA-COLA CO/THE 1% 15MAR2028 | 1.000 | 03/15/2028 | 1,000,000.00 | 859,800.00 | 894,596.01 | 913,115.95 | 18,519.94 | 416.67 | 0.45 |
| 02665WEM9 | AMERICAN HONDA FINANCE 5.125% 07JUL2028 | 5.125 | 07/07/2028 | 1,000,000.00 | 1,019,470.00 | 1,016,309.13 | 1,033,158.05 | 16,848.92 | 11,815.97 | 0.53 |
| 06051GKW8 | BANK OF AMERICA CORP 4.948% 22JUL2028 (CALLABLE 22JUL27) | 4.948 | 07/22/2028 07/22/2027 | 800,000.00 | 795,960.00 | 796,591.09 | 814,060.05 | 17,468.96 | 7,476.98 | 0.42 |
| 91159HJF8 | US BANCORP 4.548% 22JUL2028 (CALLABLE 22JUL27) | 4.548 | 07/22/2028 07/22/2027 | 1,000,000.00 | 988,610.00 | 990,305.78 | 1,007,885.47 | 17,579.69 | 8,590.67 | 0.52 |
| 17325FBB3 | CITIBANK NA 5.803% 29SEP2028 (CALLABLE 29AUG28) | 5.803 | 09/29/2028 08/29/2028 | 1,500,000.00 | 1,550,715.00 | 1,543,020.73 | 1,587,855.93 | 44,835.20 | 241.79 | 0.81 |
| 693475BK0 | PNC FINANCIAL SERVICES 5.354% 02DEC2028 (CALLABLE 02DEC27) | 5.354 | 12/02/2028 12/02/2027 | 1,200,000.00 | 1,205,256.00 | 1,204,305.85 | 1,240,223.16 | 35,917.31 | 21,059.07 | 0.63 |
| 24422EXH7 | JOHN DEERE CAPITAL CORP 4.5% 16JAN2029 | 4.500 | 01/16/2029 | 1,500,000.00 | 1,483,485.00 | 1,485,435.15 | 1,527,543.86 | 42,108.71 | 13,875.00 | 0.77 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|------------------------------|--|--------|--------------------------|------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------|-------------------|
| Corporate Bonds | | | | | | | | | | |
| 17275RBR2 | CISCO SYSTEMS INC 4.85% 26FEB2029 (CALLABLE 26JAN29) | 4.850 | 02/26/2029 01/26/2029 | 2,000,000.00 | 1,994,620.00 | 1,995,059.25 | 2,068,366.44 | 73,307.19 | 9,161.11 | 1.04 |
| 61747YFF7 | MORGAN STANLEY 5.449% 20JUL2029 (CALLABLE 20JUL28) | 5.449 | 07/20/2029 07/20/2028 | 2,500,000.00 | 2,580,325.00 | 2,578,435.67 | 2,597,745.45 | 19,309.78 | 26,488.19 | 1.35 |
| 17325FBK3 | CITIBANK NA 4.838% 06AUG2029 (CALLABLE 06JUL29) | 4.838 | 08/06/2029 07/06/2029 | 2,150,000.00 | 2,171,198.99 | 2,170,620.30 | 2,200,212.35 | 29,592.05 | 15,602.55 | 1.13 |
| Total Corporate Bonds | | | | 57,171,000.00 | 56,481,288.18 | 56,569,684.50 | 57,141,850.25 | 572,165.75 | 514,335.51 | 29.49 |
| Government Agencies | | | | | | | | | | |
| 3130ATT31 | FEDERAL HOME LOAN BANK 4.5% 03OCT2024 | 4.500 | 10/03/2024 | 3,000,000.00 | 2,989,410.00 | 2,999,952.72 | 2,999,863.80 | (88.92) | 66,375.00 | 1.56 |
| 3130AUX58 | FEDERAL HOME LOAN BANK 4.65% 06JAN2025 | 4.650 | 01/06/2025 | 2,150,000.00 | 2,169,216.70 | 2,153,059.38 | 2,149,991.46 | (3,067.92) | 23,327.50 | 1.13 |
| 3137EAEP0 | FREDDIE MAC 1.5% 12FEB2025 | 1.500 | 02/12/2025 | 3,000,000.00 | 2,881,764.00 | 2,983,325.69 | 2,965,502.16 | (17,823.53) | 6,000.00 | 1.50 |
| 3130AJHU6 | FEDERAL HOME LOAN BANK 0.5% 14APR2025 | 0.500 | 04/14/2025 | 1,405,000.00 | 1,297,447.25 | 1,382,779.30 | 1,376,591.01 | (6,188.29) | 3,239.31 | 0.68 |
| 3135G03U5 | FANNIE MAE 0.625% 22APR2025 | 0.625 | 04/22/2025 | 5,300,000.00 | 4,905,758.00 | 5,217,184.53 | 5,192,852.71 | (24,331.82) | 14,538.19 | 2.56 |
| 3134GVB31 | FREDDIE MAC 0.75% 28MAY2025 (CALLABLE 28NOV24) #0002 | 0.750 | 05/28/2025 11/28/2024 | 1,700,000.00 | 1,556,894.00 | 1,661,817.01 | 1,661,631.03 | (185.98) | 4,320.83 | 0.81 |
| 3130ASG86 | FEDERAL HOME LOAN BANK 3.375% 13JUN2025 | 3.375 | 06/13/2025 | 2,000,000.00 | 2,008,540.00 | 2,002,065.60 | 1,991,579.66 | (10,485.94) | 20,062.50 | 1.05 |
| 3133ENB74 | FEDERAL FARM CREDIT BANK 3.15% 21JUL2025 | 3.150 | 07/21/2025 | 3,000,000.00 | 2,993,700.00 | 2,998,308.76 | 2,977,204.77 | (21,103.99) | 18,112.50 | 1.56 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|----------------------------|---|--------|--------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Government Agencies | | | | | | | | | | |
| 3137EAEU9 | FREDDIE MAC 0.375% 21JUL2025 USD | 0.375 | 07/21/2025 | 2,500,000.00 | 2,357,525.00 | 2,416,410.84 | 2,428,120.85 | 11,710.01 | 1,796.88 | 1.23 |
| 3133EPRS6 | FEDERAL FARM CREDIT BANK 4.875% 28JUL2025 | 4.875 | 07/28/2025 | 1,500,000.00 | 1,496,250.00 | 1,498,203.38 | 1,511,386.13 | 13,182.75 | 12,593.75 | 0.78 |
| 3135G05X7 | FANNIE MAE 0.375% 25AUG2025 | 0.375 | 08/25/2025 | 2,000,000.00 | 1,838,268.89 | 1,954,569.91 | 1,937,308.98 | (17,260.93) | 729.17 | 0.96 |
| 3130AL7C2 | FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25NOV24) | 0.500 | 08/25/2025 11/25/2024 | 2,000,000.00 | 2,000,000.00 | 2,000,000.00 | 1,932,676.50 | (67,323.50) | 972.22 | 1.04 |
| 3137EAEX3 | FREDDIE MAC 0.375% 23SEP2025 | 0.375 | 09/23/2025 | 4,000,000.00 | 3,584,696.00 | 3,855,564.22 | 3,861,335.32 | 5,771.10 | 291.67 | 1.87 |
| 3133ENP95 | FEDERAL FARM CREDIT BANK 4.25% 30SEP2025 | 4.250 | 09/30/2025 | 3,000,000.00 | 3,005,673.00 | 3,001,894.51 | 3,006,669.18 | 4,774.67 | 0.00 | 1.57 |
| 3133EPYK5 | FEDERAL FARM CREDIT BANK 5.125% 10OCT2025 | 5.125 | 10/10/2025 | 2,000,000.00 | 1,999,551.60 | 1,999,768.93 | 2,024,377.28 | 24,608.35 | 48,402.78 | 1.04 |
| 3134GW3X2 | FREDDIE MAC 0.625% 27OCT2025 (CALLABLE 27OCT24) | 0.625 | 10/27/2025 10/27/2024 | 1,000,000.00 | 914,850.00 | 962,553.35 | 967,300.67 | 4,747.32 | 2,656.25 | 0.48 |
| 3135G0K36 | FANNIE MAE 2.125% 24APR2026 | 2.125 | 04/24/2026 | 3,000,000.00 | 2,891,100.00 | 2,954,970.97 | 2,926,999.02 | (27,971.95) | 27,625.00 | 1.51 |
| 3133ERDZ1 | FEDERAL FARM CREDIT BANK 4.75% 08MAY2026 | 4.750 | 05/08/2026 | 1,000,000.00 | 994,490.00 | 995,450.31 | 1,014,666.91 | 19,216.60 | 18,736.11 | 0.52 |
| 3133ENV72 | FEDERAL FARM CREDIT BANK 4.5% 27JUL2026 | 4.500 | 07/27/2026 | 2,000,000.00 | 1,997,520.00 | 1,998,790.38 | 2,025,802.90 | 27,012.52 | 15,750.00 | 1.04 |
| 3133ENH45 | FEDERAL FARM CREDIT BANK 3.125% 24AUG2026 | 3.125 | 08/24/2026 | 4,000,000.00 | 3,944,044.00 | 3,973,267.17 | 3,954,861.92 | (18,405.25) | 12,500.00 | 2.06 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|----------------------------------|---|--------|------------------------|------------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------|-------------------|
| Government Agencies | | | | | | | | | | |
| 3130AWTQ3 | FEDERAL HOME LOAN BANK 4.625% 11SEP2026 | 4.625 | 09/11/2026 | 2,150,000.00 | 2,136,820.50 | 2,141,492.79 | 2,187,949.93 | 46,457.14 | 5,248.09 | 1.12 |
| 3130AQF65 | FEDERAL HOME LOAN BANK 1.25% 21DEC2026 | 1.250 | 12/21/2026 | 4,000,000.00 | 3,572,880.00 | 3,766,149.61 | 3,792,901.92 | 26,752.31 | 13,750.00 | 1.87 |
| 3130ATUS4 | FEDERAL HOME LOAN BANK 4.25% 10DEC2027 | 4.250 | 12/10/2027 | 2,100,000.00 | 2,110,781.40 | 2,107,142.06 | 2,141,417.25 | 34,275.19 | 27,270.83 | 1.10 |
| 3133EN5N6 | FEDERAL FARM CREDIT BANK 4% 06JAN2028 | 4.000 | 01/06/2028 | 1,650,000.00 | 1,657,689.00 | 1,655,105.74 | 1,668,562.38 | 13,456.64 | 15,400.00 | 0.87 |
| 3130B1TM9 | FEDERAL HOME LOAN BANK 4.35% 24NOV2028 | 4.350 | 11/24/2028 | 2,300,000.00 | 2,283,992.00 | 2,284,901.55 | 2,363,973.99 | 79,072.44 | 26,402.08 | 1.19 |
| 3133EP5J0 | FEDERAL FARM CREDIT BANK 4.125% 12MAR2029 | 4.125 | 03/12/2029 | 2,000,000.00 | 1,992,940.00 | 1,993,716.60 | 2,042,536.88 | 48,820.28 | 4,125.00 | 1.04 |
| 3133EP5U5 | FEDERAL FARM CREDIT BANK 4.125% 20MAR2029 | 4.125 | 03/20/2029 | 2,100,000.00 | 2,085,090.00 | 2,086,634.13 | 2,144,866.79 | 58,232.66 | 2,406.25 | 1.09 |
| 3130B1BC0 | FEDERAL HOME LOAN BANK 4.625% 08JUN2029 | 4.625 | 06/08/2029 | 1,000,000.00 | 1,037,970.00 | 1,037,069.61 | 1,042,976.28 | 5,906.67 | 18,885.42 | 0.54 |
| Total Government Agencies | | | | 66,855,000.00 | 64,704,861.34 | 66,082,149.05 | 66,291,907.68 | 209,758.63 | 411,517.33 | 33.78 |
| Government Bonds | | | | | | | | | | |
| 912828YY0 | USA TREASURY 1.75% 31DEC2024 | 1.750 | 12/31/2024 | 2,000,000.00 | 2,093,281.25 | 2,006,596.37 | 1,985,625.00 | (20,971.37) | 8,750.00 | 1.09 |
| 912828ZF0 | USA TREASURY 0.5% 31MAR2025 | 0.500 | 03/31/2025 | 3,000,000.00 | 2,798,906.25 | 2,963,327.59 | 2,943,281.25 | (20,046.34) | 0.00 | 1.46 |
| 91282CAM3 | USA TREASURY 0.25% 30SEP2025 | 0.250 | 09/30/2025 | 3,000,000.00 | 2,740,205.36 | 2,919,707.84 | 2,891,718.75 | (27,989.09) | 0.00 | 1.43 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|-------------------------|-------------------------------|--------|------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Government Bonds | | | | | | | | | | |
| 91282CAT8 | USA TREASURY 0.25% 31OCT2025 | 0.250 | 10/31/2025 | 3,000,000.00 | 2,733,408.49 | 2,912,895.84 | 2,883,867.18 | (29,028.66) | 3,118.21 | 1.43 |
| 91282CAZ4 | USA TREASURY 0.375% 30NOV2025 | 0.375 | 11/30/2025 | 3,000,000.00 | 2,739,853.80 | 2,910,771.11 | 2,881,523.43 | (29,247.68) | 3,750.00 | 1.43 |
| 91282CBC4 | USA TREASURY 0.375% 31DEC2025 | 0.375 | 12/31/2025 | 2,300,000.00 | 2,071,445.21 | 2,213,820.51 | 2,203,597.66 | (10,222.85) | 2,156.25 | 1.08 |
| 91282CBH3 | USA TREASURY 0.375% 31JAN2026 | 0.375 | 01/31/2026 | 3,000,000.00 | 2,725,205.36 | 2,896,846.32 | 2,866,992.18 | (29,854.14) | 1,864.81 | 1.42 |
| 91282CBQ3 | USA TREASURY 0.5% 28FEB2026 | 0.500 | 02/28/2026 | 3,000,000.00 | 2,732,939.74 | 2,896,232.61 | 2,865,468.75 | (30,763.86) | 1,243.09 | 1.43 |
| 91282CBT7 | USA TREASURY 0.75% 31MAR2026 | 0.750 | 03/31/2026 | 3,000,000.00 | 2,748,642.86 | 2,898,304.47 | 2,869,101.57 | (29,202.90) | 0.00 | 1.44 |
| 91282CCF6 | USA TREASURY 0.75% 31MAY2026 | 0.750 | 05/31/2026 | 3,000,000.00 | 2,721,328.12 | 2,876,416.85 | 2,857,382.82 | (19,034.03) | 7,500.00 | 1.42 |
| 91282CCJ8 | USA TREASURY 0.875% 30JUN2026 | 0.875 | 06/30/2026 | 3,000,000.00 | 2,747,470.99 | 2,888,348.23 | 2,858,085.93 | (30,262.30) | 6,562.50 | 1.43 |
| 91282CCP4 | USA TREASURY 0.625% 31JUL2026 | 0.625 | 07/31/2026 | 2,000,000.00 | 1,816,334.83 | 1,915,377.41 | 1,892,578.12 | (22,799.29) | 2,072.01 | 0.95 |
| 9128282A7 | USA TREASURY 1.5% 15AUG2026 | 1.500 | 08/15/2026 | 2,000,000.00 | 1,896,334.83 | 1,951,894.86 | 1,922,031.24 | (29,863.62) | 3,750.00 | 0.99 |
| 91282CCW9 | USA TREASURY 0.75% 31AUG2026 | 0.750 | 08/31/2026 | 2,000,000.00 | 1,823,053.58 | 1,916,478.43 | 1,893,046.88 | (23,431.55) | 1,243.09 | 0.95 |
| 91282CCZ2 | USA TREASURY 0.875% 30SEP2026 | 0.875 | 09/30/2026 | 5,000,000.00 | 4,557,790.19 | 4,788,438.35 | 4,736,328.10 | (52,110.25) | 0.00 | 2.38 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|-------------------------|-------------------------------|--------|------------------------|------------------------|-----------------|----------------|--------------|------------------------------|------------------------------|-------------------|
| Government Bonds | | | | | | | | | | |
| 91282CDG3 | USA TREASURY 1.125% 31OCT2026 | 1.125 | 10/31/2026 | 2,000,000.00 | 1,846,647.33 | 1,924,416.20 | 1,899,609.38 | (24,806.82) | 9,354.62 | 0.96 |
| 91282CDK4 | USA TREASURY 1.25% 30NOV2026 | 1.250 | 11/30/2026 | 2,000,000.00 | 1,855,397.33 | 1,927,331.19 | 1,901,875.00 | (25,456.19) | 8,333.33 | 0.97 |
| 91282CDQ1 | USA TREASURY 1.25% 31DEC2026 | 1.250 | 12/31/2026 | 2,700,000.00 | 2,473,980.47 | 2,582,783.56 | 2,563,839.84 | (18,943.72) | 8,437.50 | 1.29 |
| 912828Z78 | USA TREASURY 1.5% 31JAN2027 | 1.500 | 01/31/2027 | 1,400,000.00 | 1,255,629.69 | 1,320,906.95 | 1,334,320.32 | 13,413.37 | 3,480.98 | 0.66 |
| 91282CEF4 | USA TREASURY 2.5% 31MAR2027 | 2.500 | 03/31/2027 | 1,000,000.00 | 929,026.79 | 948,831.96 | 974,296.88 | 25,464.92 | 0.00 | 0.49 |
| 91282CEW7 | USA TREASURY 3.25% 30JUN2027 | 3.250 | 06/30/2027 | 1,800,000.00 | 1,745,654.47 | 1,755,827.74 | 1,784,812.50 | 28,984.76 | 14,625.00 | 0.91 |
| 91282CFB2 | USA TREASURY 2.75% 31JUL2027 | 2.750 | 07/31/2027 | 2,600,000.00 | 2,444,618.08 | 2,487,803.84 | 2,542,007.81 | 54,203.97 | 11,851.90 | 1.28 |
| 91282CFH9 | USA TREASURY 3.125% 31AUG2027 | 3.125 | 08/31/2027 | 2,100,000.00 | 2,013,053.91 | 2,032,459.82 | 2,073,996.10 | 41,536.28 | 5,438.54 | 1.05 |
| 91282CFU0 | USA TREASURY 4.125% 31OCT2027 | 4.125 | 10/31/2027 | 1,100,000.00 | 1,091,195.09 | 1,093,632.42 | 1,117,402.34 | 23,769.92 | 18,865.15 | 0.57 |
| 9128284N7 | USA TREASURY 2.875% 15MAY2028 | 2.875 | 05/15/2028 | 1,000,000.00 | 943,558.04 | 958,096.12 | 976,132.81 | 18,036.69 | 10,781.25 | 0.49 |
| 91282CCH2 | USA TREASURY 1.25% 30JUN2028 | 1.250 | 06/30/2028 | 1,100,000.00 | 960,226.34 | 993,871.25 | 1,010,710.93 | 16,839.68 | 3,437.50 | 0.50 |
| 912810FE3 | USA TREASURY 5.5% 15AUG2028 | 5.500 | 08/15/2028 | 1,200,000.00 | 1,236,566.52 | 1,229,101.03 | 1,287,656.26 | 58,555.23 | 8,250.00 | 0.65 |

SECURITIES HELD

As of September 30, 2024

| Cusip | Description | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost | Fair value | Unrealized gain (loss) | Total accrued interest | % Port cost |
|-------------------------------|-------------------------------|--------|------------------------|------------------------|-----------------------|-----------------------|-----------------------|------------------------------|------------------------------|-------------------|
| Government Bonds | | | | | | | | | | |
| 91282CHX2 | USA TREASURY 4.375% 31AUG2028 | 4.375 | 08/31/2028 | 1,000,000.00 | 1,022,190.85 | 1,018,591.98 | 1,028,867.19 | 10,275.21 | 3,625.69 | 0.53 |
| 9128285M8 | USA TREASURY 3.125% 15NOV2028 | 3.125 | 11/15/2028 | 1,700,000.00 | 1,592,626.79 | 1,602,581.92 | 1,670,382.80 | 67,800.88 | 19,921.88 | 0.83 |
| 91282CKD2 | USA TREASURY 4.25% 28FEB2029 | 4.250 | 02/28/2029 | 2,000,000.00 | 1,980,162.95 | 1,981,737.68 | 2,055,546.88 | 73,809.20 | 7,044.20 | 1.03 |
| 91282CKP5 | USA TREASURY 4.625% 30APR2029 | 4.625 | 04/30/2029 | 2,200,000.00 | 2,196,913.62 | 2,197,126.59 | 2,297,281.25 | 100,154.66 | 42,303.67 | 1.15 |
| 91282CKT7 | USA TREASURY 4.5% 31MAY2029 | 4.500 | 05/31/2029 | 1,200,000.00 | 1,243,550.90 | 1,242,723.51 | 1,248,000.00 | 5,276.49 | 18,000.00 | 0.65 |
| 91282CEV9 | USA TREASURY 3.25% 30JUN2029 | 3.250 | 06/30/2029 | 2,600,000.00 | 2,503,930.58 | 2,507,298.62 | 2,562,523.44 | 55,224.82 | 21,125.00 | 1.31 |
| 91282CFJ5 | USA TREASURY 3.125% 31AUG2029 | 3.125 | 08/31/2029 | 1,800,000.00 | 1,769,982.59 | 1,770,296.82 | 1,762,523.44 | (7,773.38) | 4,661.60 | 0.92 |
| Total Government Bonds | | | | 74,800,000.00 | 70,051,113.20 | 72,530,875.99 | 72,642,414.03 | 111,538.04 | 261,547.77 | 36.57 |
| Grand total | | | | 199,127,114.71 | 191,538,377.43 | 195,483,824.25 | 196,377,286.67 | 893,462.42 | 1,187,400.61 | 100.00 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|---------------------|--------|---------------|-----------|------------|--------------|---------------------|-----------------|-----------------------|--------------|-----------------------|---------------------|
| United States Treasury Note/Bond | | | | | | | | | | | | |
| 912828YY0 | USA TREASURY 1.75% | 1.750 | 12/31/2024 | | AA+ | Aaa | 2,000,000.00 | 2,093,281.25 | 1.09 | 1,985,625.00 | 1.01 | 0.25 |
| 912828ZF0 | USA TREASURY 0.5% | 0.500 | 03/31/2025 | | AA+ | Aaa | 3,000,000.00 | 2,798,906.25 | 1.46 | 2,943,281.25 | 1.50 | 0.49 |
| 91282CAM3 | USA TREASURY 0.25% | 0.250 | 09/30/2025 | | AA+ | Aaa | 3,000,000.00 | 2,740,205.36 | 1.43 | 2,891,718.75 | 1.47 | 0.98 |
| 91282CAT8 | USA TREASURY 0.25% | 0.250 | 10/31/2025 | | AA+ | Aaa | 3,000,000.00 | 2,733,408.49 | 1.43 | 2,883,867.18 | 1.47 | 1.06 |
| 91282CAZ4 | USA TREASURY 0.375% | 0.375 | 11/30/2025 | | AA+ | Aaa | 3,000,000.00 | 2,739,853.80 | 1.43 | 2,881,523.43 | 1.47 | 1.14 |
| 91282CBC4 | USA TREASURY 0.375% | 0.375 | 12/31/2025 | | AA+ | Aaa | 2,300,000.00 | 2,071,445.21 | 1.08 | 2,203,597.66 | 1.12 | 1.22 |
| 91282CBH3 | USA TREASURY 0.375% | 0.375 | 01/31/2026 | | AA+ | Aaa | 3,000,000.00 | 2,725,205.36 | 1.42 | 2,866,992.18 | 1.46 | 1.31 |
| 91282CBQ3 | USA TREASURY 0.5% | 0.500 | 02/28/2026 | | AA+ | Aaa | 3,000,000.00 | 2,732,939.74 | 1.43 | 2,865,468.75 | 1.46 | 1.38 |
| 91282CBT7 | USA TREASURY 0.75% | 0.750 | 03/31/2026 | | AA+ | Aaa | 3,000,000.00 | 2,748,642.86 | 1.44 | 2,869,101.57 | 1.46 | 1.46 |
| 91282CCF6 | USA TREASURY 0.75% | 0.750 | 05/31/2026 | | AA+ | Aaa | 3,000,000.00 | 2,721,328.12 | 1.42 | 2,857,382.82 | 1.46 | 1.62 |
| 91282CCJ8 | USA TREASURY 0.875% | 0.875 | 06/30/2026 | | AA+ | Aaa | 3,000,000.00 | 2,747,470.99 | 1.43 | 2,858,085.93 | 1.46 | 1.70 |
| 91282CCP4 | USA TREASURY 0.625% | 0.625 | 07/31/2026 | | AA+ | Aaa | 2,000,000.00 | 1,816,334.83 | 0.95 | 1,892,578.12 | 0.96 | 1.79 |
| 9128282A7 | USA TREASURY 1.5% | 1.500 | 08/15/2026 | | AA+ | Aaa | 2,000,000.00 | 1,896,334.83 | 0.99 | 1,922,031.24 | 0.98 | 1.81 |
| 91282CCW9 | USA TREASURY 0.75% | 0.750 | 08/31/2026 | | AA+ | Aaa | 2,000,000.00 | 1,823,053.58 | 0.95 | 1,893,046.88 | 0.96 | 1.87 |
| 91282CCZ2 | USA TREASURY 0.875% | 0.875 | 09/30/2026 | | AA+ | Aaa | 5,000,000.00 | 4,557,790.19 | 2.38 | 4,736,328.10 | 2.41 | 1.94 |
| 91282CDG3 | USA TREASURY 1.125% | 1.125 | 10/31/2026 | | AA+ | Aaa | 2,000,000.00 | 1,846,647.33 | 0.96 | 1,899,609.38 | 0.97 | 2.01 |
| 91282CDK4 | USA TREASURY 1.25% | 1.250 | 11/30/2026 | | AA+ | Aaa | 2,000,000.00 | 1,855,397.33 | 0.97 | 1,901,875.00 | 0.97 | 2.09 |
| 91282CDQ1 | USA TREASURY 1.25% | 1.250 | 12/31/2026 | | AA+ | Aaa | 2,700,000.00 | 2,473,980.47 | 1.29 | 2,563,839.84 | 1.31 | 2.17 |
| 912828Z78 | USA TREASURY 1.5% | 1.500 | 01/31/2027 | | AA+ | Aaa | 1,400,000.00 | 1,255,629.69 | 0.66 | 1,334,320.32 | 0.68 | 2.25 |
| 91282CEF4 | USA TREASURY 2.5% | 2.500 | 03/31/2027 | | AA+ | Aaa | 1,000,000.00 | 929,026.79 | 0.49 | 974,296.88 | 0.50 | 2.39 |
| 91282CEW7 | USA TREASURY 3.25% | 3.250 | 06/30/2027 | | AA+ | Aaa | 1,800,000.00 | 1,745,654.47 | 0.91 | 1,784,812.50 | 0.91 | 2.58 |
| 91282CFB2 | USA TREASURY 2.75% | 2.750 | 07/31/2027 | | AA+ | Aaa | 2,600,000.00 | 2,444,618.08 | 1.28 | 2,542,007.81 | 1.29 | 2.68 |
| 91282CFH9 | USA TREASURY 3.125% | 3.125 | 08/31/2027 | | AA+ | Aaa | 2,100,000.00 | 2,013,053.91 | 1.05 | 2,073,996.10 | 1.06 | 2.75 |
| 91282CFU0 | USA TREASURY 4.125% | 4.125 | 10/31/2027 | | AA+ | Aaa | 1,100,000.00 | 1,091,195.09 | 0.57 | 1,117,402.34 | 0.57 | 2.82 |
| 9128284N7 | USA TREASURY 2.875% | 2.875 | 05/15/2028 | | AA+ | Aaa | 1,000,000.00 | 943,558.04 | 0.49 | 976,132.81 | 0.50 | 3.36 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|---------------------|--------|---------------|-----------|------------|--------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| United States Treasury Note/Bond | | | | | | | | | | | | |
| 91282CCH2 | USA TREASURY 1.25% | 1.250 | 06/30/2028 | | AA+ | Aaa | 1,100,000.00 | 960,226.34 | 0.50 | 1,010,710.93 | 0.51 | 3.58 |
| 912810FE3 | USA TREASURY 5.5% | 5.500 | 08/15/2028 | | AA+ | Aaa | 1,200,000.00 | 1,236,566.52 | 0.65 | 1,287,656.26 | 0.66 | 3.47 |
| 91282CHX2 | USA TREASURY 4.375% | 4.375 | 08/31/2028 | | AA+ | Aaa | 1,000,000.00 | 1,022,190.85 | 0.53 | 1,028,867.19 | 0.52 | 3.56 |
| 9128285M8 | USA TREASURY 3.125% | 3.125 | 11/15/2028 | | AA+ | Aaa | 1,700,000.00 | 1,592,626.79 | 0.83 | 1,670,382.80 | 0.85 | 3.78 |
| 91282CKD2 | USA TREASURY 4.25% | 4.250 | 02/28/2029 | | AA+ | Aaa | 2,000,000.00 | 1,980,162.95 | 1.03 | 2,055,546.88 | 1.05 | 3.98 |
| 91282CKP5 | USA TREASURY 4.625% | 4.625 | 04/30/2029 | | AA+ | Aaa | 2,200,000.00 | 2,196,913.62 | 1.15 | 2,297,281.25 | 1.17 | 4.04 |
| 91282CKT7 | USA TREASURY 4.5% | 4.500 | 05/31/2029 | | AA+ | Aaa | 1,200,000.00 | 1,243,550.90 | 0.65 | 1,248,000.00 | 0.64 | 4.13 |
| 91282CEV9 | USA TREASURY 3.25% | 3.250 | 06/30/2029 | | AA+ | Aaa | 2,600,000.00 | 2,503,930.58 | 1.31 | 2,562,523.44 | 1.30 | 4.32 |
| 91282CFJ5 | USA TREASURY 3.125% | 3.125 | 08/31/2029 | | AA+ | Aaa | 1,800,000.00 | 1,769,982.59 | 0.92 | 1,762,523.44 | 0.90 | 4.49 |
| Issuer total | | | | | | | 74,800,000.00 | 70,051,113.20 | 36.57 | 72,642,414.03 | 36.99 | 2.16 |
| Federal Farm Credit Banks Funding Corp | | | | | | | | | | | | |
| 3133ENB74 | FEDERAL FARM CREDIT | 3.150 | 07/21/2025 | | AA+ | Aaa | 3,000,000.00 | 2,993,700.00 | 1.56 | 2,977,204.77 | 1.52 | 0.78 |
| 3133EPRS6 | FEDERAL FARM CREDIT | 4.875 | 07/28/2025 | | AA+ | Aaa | 1,500,000.00 | 1,496,250.00 | 0.78 | 1,511,386.13 | 0.77 | 0.80 |
| 3133ENP95 | FEDERAL FARM CREDIT | 4.250 | 09/30/2025 | | AA+ | Aaa | 3,000,000.00 | 3,005,673.00 | 1.57 | 3,006,669.18 | 1.53 | 0.97 |
| 3133EPYK5 | FEDERAL FARM CREDIT | 5.125 | 10/10/2025 | | AA+ | Aaa | 2,000,000.00 | 1,999,551.60 | 1.04 | 2,024,377.28 | 1.03 | 0.97 |
| 3133ERDZ1 | FEDERAL FARM CREDIT | 4.750 | 05/08/2026 | | AA+ | Aaa | 1,000,000.00 | 994,490.00 | 0.52 | 1,014,666.91 | 0.52 | 1.50 |
| 3133ENV72 | FEDERAL FARM CREDIT | 4.500 | 07/27/2026 | | AA+ | Aaa | 2,000,000.00 | 1,997,520.00 | 1.04 | 2,025,802.90 | 1.03 | 1.72 |
| 3133ENH45 | FEDERAL FARM CREDIT | 3.125 | 08/24/2026 | | AA+ | Aaa | 4,000,000.00 | 3,944,044.00 | 2.06 | 3,954,861.92 | 2.01 | 1.82 |
| 3133EN5N6 | FEDERAL FARM CREDIT | 4.000 | 01/06/2028 | | AA+ | Aaa | 1,650,000.00 | 1,657,689.00 | 0.87 | 1,668,562.38 | 0.85 | 3.01 |
| 3133EP5J0 | FEDERAL FARM CREDIT | 4.125 | 03/12/2029 | | AA+ | Aaa | 2,000,000.00 | 1,992,940.00 | 1.04 | 2,042,536.88 | 1.04 | 4.03 |
| 3133EP5U5 | FEDERAL FARM CREDIT | 4.125 | 03/20/2029 | | AA+ | Aaa | 2,100,000.00 | 2,085,090.00 | 1.09 | 2,144,866.79 | 1.09 | 4.04 |
| Issuer total | | | | | | | 22,250,000.00 | 22,166,947.60 | 11.57 | 22,370,935.14 | 11.39 | 1.89 |
| Federal Home Loan Banks | | | | | | | | | | | | |
| 3130ATT31 | FEDERAL HOME LOAN | 4.500 | 10/03/2024 | | AA+ | Aaa | 3,000,000.00 | 2,989,410.00 | 1.56 | 2,999,863.80 | 1.53 | 0.01 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|--|--------------------|--------|---------------|------------|------------|--------------|----------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| Federal Home Loan Banks | | | | | | | | | | | | |
| 3130AUX58 | FEDERAL HOME LOAN | 4.650 | 01/06/2025 | | AA+ | Aaa | 2,150,000.00 | 2,169,216.70 | 1.13 | 2,149,991.46 | 1.09 | 0.27 |
| 3130AJHU6 | FEDERAL HOME LOAN | 0.500 | 04/14/2025 | | AA+ | Aaa | 1,405,000.00 | 1,297,447.25 | 0.68 | 1,376,591.01 | 0.70 | 0.52 |
| 3130ASG86 | FEDERAL HOME LOAN | 3.375 | 06/13/2025 | | AA+ | Aaa | 2,000,000.00 | 2,008,540.00 | 1.05 | 1,991,579.66 | 1.01 | 0.68 |
| 3130AL7C2 | FEDERAL HOME LOAN | 0.500 | 08/25/2025 | 11/25/2024 | AA+ | Aaa | 2,000,000.00 | 2,000,000.00 | 1.04 | 1,932,676.50 | 0.98 | 0.88 |
| 3130AWTQ3 | FEDERAL HOME LOAN | 4.625 | 09/11/2026 | | AA+ | Aaa | 2,150,000.00 | 2,136,820.50 | 1.12 | 2,187,949.93 | 1.11 | 1.84 |
| 3130AQF65 | FEDERAL HOME LOAN | 1.250 | 12/21/2026 | | AA+ | Aaa | 4,000,000.00 | 3,572,880.00 | 1.87 | 3,792,901.92 | 1.93 | 2.15 |
| 3130ATUS4 | FEDERAL HOME LOAN | 4.250 | 12/10/2027 | | AA+ | Aaa | 2,100,000.00 | 2,110,781.40 | 1.10 | 2,141,417.25 | 1.09 | 2.92 |
| 3130B1TM9 | FEDERAL HOME LOAN | 4.350 | 11/24/2028 | | AA+ | Aaa | 2,300,000.00 | 2,283,992.00 | 1.19 | 2,363,973.99 | 1.20 | 3.74 |
| 3130B1BC0 | FEDERAL HOME LOAN | 4.625 | 06/08/2029 | | AA+ | Aaa | 1,000,000.00 | 1,037,970.00 | 0.54 | 1,042,976.28 | 0.53 | 4.12 |
| Issuer total | | | | | | | 22,105,000.00 | 21,607,057.85 | 11.28 | 21,979,921.80 | 11.19 | 1.62 |
| Federal Home Loan Mortgage Corp | | | | | | | | | | | | |
| 3137EAEPO | FREDDIE MAC 1.5% | 1.500 | 02/12/2025 | | AA+ | Aaa | 3,000,000.00 | 2,881,764.00 | 1.50 | 2,965,502.16 | 1.51 | 0.36 |
| 3134GVB31 | FREDDIE MAC 0.75% | 0.750 | 05/28/2025 | 11/28/2024 | AA+ | Aaa | 1,700,000.00 | 1,556,894.00 | 0.81 | 1,661,631.03 | 0.85 | 0.64 |
| 3137EAEU9 | FREDDIE MAC 0.375% | 0.375 | 07/21/2025 | | AA+ | Aaa | 2,500,000.00 | 2,357,525.00 | 1.23 | 2,428,120.85 | 1.24 | 0.79 |
| 3137EAEX3 | FREDDIE MAC 0.375% | 0.375 | 09/23/2025 | | AA+ | Aaa | 4,000,000.00 | 3,584,696.00 | 1.87 | 3,861,335.32 | 1.97 | 0.96 |
| 3134GW3X2 | FREDDIE MAC 0.625% | 0.625 | 10/27/2025 | 10/27/2024 | AA+ | Aaa | 1,000,000.00 | 914,850.00 | 0.48 | 967,300.67 | 0.49 | 1.04 |
| Issuer total | | | | | | | 12,200,000.00 | 11,295,729.00 | 5.90 | 11,883,890.03 | 6.05 | 0.73 |
| Federal National Mortgage Association | | | | | | | | | | | | |
| 3135G03U5 | FANNIE MAE 0.625% | 0.625 | 04/22/2025 | | AA+ | Aaa | 5,300,000.00 | 4,905,758.00 | 2.56 | 5,192,852.71 | 2.64 | 0.55 |
| 3135G05X7 | FANNIE MAE 0.375% | 0.375 | 08/25/2025 | | AA+ | Aaa | 2,000,000.00 | 1,838,268.89 | 0.96 | 1,937,308.98 | 0.99 | 0.88 |
| 3135G0K36 | FANNIE MAE 2.125% | 2.125 | 04/24/2026 | | AA+ | Aaa | 3,000,000.00 | 2,891,100.00 | 1.51 | 2,926,999.02 | 1.49 | 1.50 |
| Issuer total | | | | | | | 10,300,000.00 | 9,635,126.89 | 5.03 | 10,057,160.71 | 5.12 | 0.90 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|------------------------------------|---------------------|--------|---------------|------------|------------|--------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| American Honda Finance Corp | | | | | | | | | | | | |
| 02665WEC1 | AMERICAN HONDA | 4.750 | 01/12/2026 | | A- | A3 | 2,000,000.00 | 2,029,820.00 | 1.06 | 2,014,958.56 | 1.03 | 1.22 |
| 02665WED9 | AMERICAN HONDA | 4.700 | 01/12/2028 | | A- | A3 | 2,300,000.00 | 2,326,225.00 | 1.21 | 2,341,069.49 | 1.19 | 2.99 |
| 02665WEM9 | AMERICAN HONDA | 5.125 | 07/07/2028 | | A- | A3 | 1,000,000.00 | 1,019,470.00 | 0.53 | 1,033,158.05 | 0.53 | 3.36 |
| Issuer total | | | | | | | 5,300,000.00 | 5,375,515.00 | 2.81 | 5,389,186.10 | 2.74 | 2.39 |
| US Bancorp | | | | | | | | | | | | |
| 91159HHN3 | US BANCORP 2.375% | 2.375 | 07/22/2026 | 06/22/2026 | A | A3 | 2,000,000.00 | 1,912,040.00 | 1.00 | 1,945,780.24 | 0.99 | 1.72 |
| 91159HHR4 | US BANCORP 3.15% | 3.150 | 04/27/2027 | 03/27/2027 | A | A3 | 2,000,000.00 | 1,865,100.00 | 0.97 | 1,960,155.02 | 1.00 | 2.37 |
| 91159HJF8 | US BANCORP 4.548% | 4.548 | 07/22/2028 | 07/22/2027 | A | A3 | 1,000,000.00 | 988,610.00 | 0.52 | 1,007,885.47 | 0.51 | 2.58 |
| Issuer total | | | | | | | 5,000,000.00 | 4,765,750.00 | 2.49 | 4,913,820.73 | 2.50 | 2.15 |
| Toyota Motor Credit Corp | | | | | | | | | | | | |
| 89236TGL3 | TOYOTA MOTOR CREDIT | 2.000 | 10/07/2024 | | A+ | A1 | 1,000,000.00 | 999,410.00 | 0.52 | 999,484.66 | 0.51 | 0.02 |
| 89236TLJ2 | TOYOTA MOTOR CREDIT | 4.800 | 01/05/2026 | | A+ | A1 | 1,800,000.00 | 1,801,512.00 | 0.94 | 1,816,757.35 | 0.93 | 1.20 |
| 89236TKL8 | TOYOTA MOTOR CREDIT | 5.450 | 11/10/2027 | | A+ | A1 | 1,000,000.00 | 1,010,730.00 | 0.53 | 1,042,136.30 | 0.53 | 2.79 |
| 89236TEM3 | TOYOTA MOTOR CREDIT | 3.050 | 01/11/2028 | | A+ | A1 | 1,000,000.00 | 929,660.00 | 0.49 | 969,730.42 | 0.49 | 3.05 |
| Issuer total | | | | | | | 4,800,000.00 | 4,741,312.00 | 2.48 | 4,828,108.73 | 2.46 | 1.65 |
| JPMorgan Chase & Co | | | | | | | | | | | | |
| 46625HQW3 | JPMORGAN CHASE & CO | 3.300 | 04/01/2026 | 01/01/2026 | A- | A1 | 1,500,000.00 | 1,414,860.00 | 0.74 | 1,481,140.35 | 0.75 | 1.35 |
| 46625HRS1 | JPMORGAN CHASE & CO | 3.200 | 06/15/2026 | 03/15/2026 | A- | A1 | 1,500,000.00 | 1,437,795.00 | 0.75 | 1,478,012.97 | 0.75 | 1.53 |
| 46647PCW4 | JPMORGAN CHASE & CO | 2.947 | 02/24/2028 | 02/24/2027 | A- | A1 | 1,300,000.00 | 1,215,188.00 | 0.63 | 1,260,821.20 | 0.64 | 2.27 |
| Issuer total | | | | | | | 4,300,000.00 | 4,067,843.00 | 2.12 | 4,219,974.52 | 2.15 | 1.69 |
| Home Depot Inc/The | | | | | | | | | | | | |
| 437076BM3 | HOME DEPOT INC 3% | 3.000 | 04/01/2026 | 01/01/2026 | A | A2 | 3,000,000.00 | 2,948,280.00 | 1.54 | 2,957,934.60 | 1.51 | 1.36 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---------------------------|------------------------|--------|---------------|------------|------------|--------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| Home Depot Inc/The | | | | | | | | | | | | |
| 437076CA8 | HOME DEPOT INC 2.5% | 2.500 | 04/15/2027 | 02/15/2027 | A | A2 | 1,200,000.00 | 1,104,228.00 | 0.58 | 1,159,653.60 | 0.59 | 2.36 |
| Issuer total | | | | | | | 4,200,000.00 | 4,052,508.00 | 2.12 | 4,117,588.20 | 2.10 | 1.63 |
| Citibank NA | | | | | | | | | | | | |
| 17325FBB3 | CITIBANK NA 5.803% | 5.803 | 09/29/2028 | 08/29/2028 | A+ | Aa3 | 1,500,000.00 | 1,550,715.00 | 0.81 | 1,587,855.93 | 0.81 | 3.50 |
| 17325FBK3 | CITIBANK NA 4.838% | 4.838 | 08/06/2029 | 07/06/2029 | A+ | Aa3 | 2,150,000.00 | 2,171,198.99 | 1.13 | 2,200,212.35 | 1.12 | 4.22 |
| Issuer total | | | | | | | 3,650,000.00 | 3,721,913.99 | 1.94 | 3,788,068.28 | 1.93 | 3.92 |
| Cisco Systems Inc | | | | | | | | | | | | |
| 17275RBQ4 | CISCO SYSTEMS INC 4.8% | 4.800 | 02/26/2027 | 01/26/2027 | AA- | A1 | 1,600,000.00 | 1,597,680.00 | 0.83 | 1,635,015.34 | 0.83 | 2.19 |
| 17275RBR2 | CISCO SYSTEMS INC | 4.850 | 02/26/2029 | 01/26/2029 | AA- | A1 | 2,000,000.00 | 1,994,620.00 | 1.04 | 2,068,366.44 | 1.05 | 3.88 |
| Issuer total | | | | | | | 3,600,000.00 | 3,592,300.00 | 1.88 | 3,703,381.78 | 1.89 | 3.13 |
| Apple Inc | | | | | | | | | | | | |
| 037833CR9 | APPLE INC 3.2% | 3.200 | 05/11/2027 | 02/11/2027 | AA+ | Aaa | 2,121,000.00 | 2,062,439.19 | 1.08 | 2,092,642.85 | 1.07 | 2.35 |
| 037833DB3 | APPLE INC 2.9% | 2.900 | 09/12/2027 | 06/12/2027 | AA+ | Aaa | 1,000,000.00 | 947,060.00 | 0.49 | 977,555.69 | 0.50 | 2.70 |
| Issuer total | | | | | | | 3,121,000.00 | 3,009,499.19 | 1.57 | 3,070,198.54 | 1.56 | 2.46 |
| Microsoft Corp | | | | | | | | | | | | |
| 594918BR4 | MICROSOFT CORP 2.4% | 2.400 | 08/08/2026 | 05/08/2026 | AAA | Aaa | 2,000,000.00 | 1,939,660.00 | 1.01 | 1,950,157.62 | 0.99 | 1.72 |
| 594918BY9 | MICROSOFT CORP 3.3% | 3.300 | 02/06/2027 | 11/06/2026 | AAA | Aaa | 1,000,000.00 | 971,010.00 | 0.51 | 991,040.91 | 0.50 | 2.12 |
| Issuer total | | | | | | | 3,000,000.00 | 2,910,670.00 | 1.52 | 2,941,198.53 | 1.50 | 1.85 |
| Morgan Stanley | | | | | | | | | | | | |
| 61747YFF7 | MORGAN STANLEY | 5.449 | 07/20/2029 | 07/20/2028 | A- | A1 | 2,500,000.00 | 2,580,325.00 | 1.35 | 2,597,745.45 | 1.32 | 3.38 |
| Issuer total | | | | | | | 2,500,000.00 | 2,580,325.00 | 1.35 | 2,597,745.45 | 1.32 | 3.38 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|---|----------------------|--------|---------------|------------|------------|--------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| PNC Bank NA | | | | | | | | | | | | |
| 69353REF1 | PNC BANK NA 3.3% | 3.300 | 10/30/2024 | | A | A2 | 2,500,000.00 | 2,737,590.00 | 1.43 | 2,495,380.53 | 1.27 | 0.08 |
| Issuer total | | | | | | | 2,500,000.00 | 2,737,590.00 | 1.43 | 2,495,380.53 | 1.27 | 0.08 |
| PNC Financial Services Group Inc/The | | | | | | | | | | | | |
| 693475AT2 | PNC FINANCIAL | 3.150 | 05/19/2027 | 04/19/2027 | A- | A3 | 1,100,000.00 | 1,033,901.00 | 0.54 | 1,072,562.24 | 0.55 | 2.43 |
| 693475BK0 | PNC FINANCIAL | 5.354 | 12/02/2028 | 12/02/2027 | A- | A3 | 1,200,000.00 | 1,205,256.00 | 0.63 | 1,240,223.16 | 0.63 | 2.85 |
| Issuer total | | | | | | | 2,300,000.00 | 2,239,157.00 | 1.17 | 2,312,785.40 | 1.18 | 2.66 |
| Bank of America Corp | | | | | | | | | | | | |
| 06051GFX2 | BANK OF AMERICA CORP | 3.500 | 04/19/2026 | | A- | A1 | 1,500,000.00 | 1,440,540.00 | 0.75 | 1,485,324.30 | 0.76 | 1.46 |
| 06051GKW8 | BANK OF AMERICA CORP | 4.948 | 07/22/2028 | 07/22/2027 | A- | A1 | 800,000.00 | 795,960.00 | 0.42 | 814,060.05 | 0.41 | 2.57 |
| Issuer total | | | | | | | 2,300,000.00 | 2,236,500.00 | 1.17 | 2,299,384.35 | 1.17 | 1.86 |
| 3M Co | | | | | | | | | | | | |
| 88579YAV3 | 3M COMPANY 2.25% | 2.250 | 09/19/2026 | 06/19/2026 | BBB+ | A3 | 2,000,000.00 | 1,906,760.00 | 1.00 | 1,926,980.24 | 0.98 | 1.86 |
| Issuer total | | | | | | | 2,000,000.00 | 1,906,760.00 | 1.00 | 1,926,980.24 | 0.98 | 1.86 |
| Colgate-Palmolive Co | | | | | | | | | | | | |
| 194162AR4 | COLGATE-PALMOLIVE CO | 4.600 | 03/01/2028 | 02/01/2028 | A+ | Aa3 | 1,600,000.00 | 1,593,600.00 | 0.83 | 1,641,766.59 | 0.84 | 3.08 |
| Issuer total | | | | | | | 1,600,000.00 | 1,593,600.00 | 0.83 | 1,641,766.59 | 0.84 | 3.08 |
| John Deere Capital Corp | | | | | | | | | | | | |
| 24422EXH7 | JOHN DEERE CAPITAL | 4.500 | 01/16/2029 | | A | A1 | 1,500,000.00 | 1,483,485.00 | 0.77 | 1,527,543.86 | 0.78 | 3.84 |
| Issuer total | | | | | | | 1,500,000.00 | 1,483,485.00 | 0.77 | 1,527,543.86 | 0.78 | 3.84 |
| Walmart Inc | | | | | | | | | | | | |
| 931142DV2 | WALMART INC 2.65% | 2.650 | 12/15/2024 | 10/15/2024 | AA | Aa2 | 1,500,000.00 | 1,595,520.00 | 0.83 | 1,493,422.28 | 0.76 | 0.21 |
| Issuer total | | | | | | | 1,500,000.00 | 1,595,520.00 | 0.83 | 1,493,422.28 | 0.76 | 0.21 |

GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of September 30, 2024

| Cusip | Description | Coupon | Maturity date | Call date | S&P rating | Moody rating | Par value or shares | Historical cost | % Portfolio hist cost | Market value | % Portfolio mkt value | Effective dur (yrs) |
|--|-----------------------|--------|---------------|------------|------------|--------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|
| Caterpillar Financial Services Corp | | | | | | | | | | | | |
| 14913Q3B3 | CATERPILLAR FINL | 2.150 | 11/08/2024 | | A | A2 | 1,000,000.00 | 1,048,770.00 | 0.55 | 996,948.18 | 0.51 | 0.11 |
| Issuer total | | | | | | | 1,000,000.00 | 1,048,770.00 | 0.55 | 996,948.18 | 0.51 | 0.11 |
| US Bank NA/Cincinnati OH | | | | | | | | | | | | |
| 90331HMS9 | US BANK NA CINCINNATI | 2.800 | 01/27/2025 | 12/27/2024 | A+ | A2 | 1,000,000.00 | 995,210.00 | 0.52 | 993,234.60 | 0.51 | 0.32 |
| Issuer total | | | | | | | 1,000,000.00 | 995,210.00 | 0.52 | 993,234.60 | 0.51 | 0.32 |
| PepsiCo Inc | | | | | | | | | | | | |
| 713448DN5 | PEPSICO INC 2.375% | 2.375 | 10/06/2026 | 07/06/2026 | A+ | A1 | 1,000,000.00 | 967,260.00 | 0.50 | 972,017.41 | 0.49 | 1.86 |
| Issuer total | | | | | | | 1,000,000.00 | 967,260.00 | 0.50 | 972,017.41 | 0.49 | 1.86 |
| Coca-Cola Co/The | | | | | | | | | | | | |
| 191216DD9 | COCA-COLA CO/THE 1% | 1.000 | 03/15/2028 | | A+ | A1 | 1,000,000.00 | 859,800.00 | 0.45 | 913,115.95 | 0.46 | 3.33 |
| Issuer total | | | | | | | 1,000,000.00 | 859,800.00 | 0.45 | 913,115.95 | 0.46 | 3.33 |
| Cash and Cash Equivalents | | | | | | | | | | | | |
| | CASH | 0.000 | | | | | 301,114.71 | 301,114.71 | 0.00 | 301,114.71 | 0.15 | 0.00 |
| Issuer total | | | | | | | 301,114.71 | 301,114.71 | 0.00 | 301,114.71 | 0.15 | 0.00 |
| Grand total | | | | | | | 199,127,114.71 | 191,538,377.43 | 100.00 | 196,377,286.67 | 100.00 | 1.92 |

SECURITIES PURCHASED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description / Broker | Trade date Settle date | Coupon | Maturity/ Call date | Par value or shares | Unit cost | Principal cost | Accrued interest |
|-------------------------------|---|---------------------------|--------|------------------------|------------------------|-----------|-----------------------|---------------------|
| Government Bonds | | | | | | | | |
| 91282CFJ5 | USA TREASURY 3.125% 31AUG2029 J.P. MORGAN SECURITIES LLC | 09/11/2024 09/16/2024 | 3.125 | 08/31/2029 | 1,800,000.00 | 98.33 | (1,769,982.59) | (2,486.19) |
| Total Government Bonds | | | | | 1,800,000.00 | | (1,769,982.59) | (2,486.19) |
| Grand total | | | | | 1,800,000.00 | | (1,769,982.59) | (2,486.19) |

SECURITIES SOLD AND MATURED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description / Broker | Trade date Settle date | Coupon | Maturity/ Call date | Par value or shares | Historical cost | Amortized cost at sale or maturity | Price | Fair value at sale or maturity | Realized gain (loss) | Accrued interest sold |
|---------------------------------|---|---------------------------|--------|------------------------|------------------------|---------------------|--|-------|--------------------------------------|----------------------------|-----------------------------|
| Government Bonds | | | | | | | | | | | |
| 9128282U3 | UNITED STATES OF AMER TREAS NOTES 1.875%08-31-2024 | 09/03/2024 09/03/2024 | 1.875 | | (1,000,000.00) | 1,012,382.81 | 1,000,000.00 | 0.00 | 1,000,000.00 | 0.00 | 0.00 |
| 912828YE4 | UNITED STATES TREAS NTS 1.25% DUE 08-31-2024 REG | 09/03/2024 09/03/2024 | 1.250 | | (2,500,000.00) | 2,414,949.78 | 2,500,000.00 | 0.00 | 2,500,000.00 | 0.00 | 0.00 |
| 91282CCX7 | UNITED STATES OF AMER TREAS NOTES .375% DUE 09-15-2024 REG | 09/16/2024 09/16/2024 | 0.375 | | (1,700,000.00) | 1,696,685.38 | 1,700,000.00 | 0.00 | 1,700,000.00 | 0.00 | 0.00 |
| Total (Government Bonds) | | | | | (5,200,000.00) | 5,124,017.97 | 5,200,000.00 | | 5,200,000.00 | 0.00 | 0.00 |
| Grand total | | | | | (5,200,000.00) | 5,124,017.97 | 5,200,000.00 | | 5,200,000.00 | 0.00 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|------------------------|--|--------------------------|----------------------|----------------------|-----------------|-------------------|
| Cash | | | | | | |
| | Cash and Cash Equivalents | 0.00 | 0.00 | 0.00 | 549.00 | 549.00 |
| Total Cash | | 0.00 | 0.00 | 0.00 | 549.00 | 549.00 |
| Corporate Bonds | | | | | | |
| 88579YAV3 | 3M COMPANY 2.25% 19SEP2026 (CALLABLE 19JUN26) | 1,888.72 | 0.00 | 15,963.16 | 3,625.00 | 22,500.00 |
| 02665WED9 | AMERICAN HONDA FINANCE 4.7% 12JAN2028 | (458.40) | 0.00 | 16,280.53 | 8,708.06 | 0.00 |
| 02665WEC1 | AMERICAN HONDA FINANCE 4.75% 12JAN2026 | (929.94) | 0.00 | 8,868.16 | 7,652.77 | 0.00 |
| 02665WEM9 | AMERICAN HONDA FINANCE 5.125% 07JUL2028 | (360.56) | 0.00 | 6,931.53 | 4,128.47 | 0.00 |
| 037833DB3 | APPLE INC 2.9% 12SEP2027 (CALLABLE 12JUN27) | 930.40 | 0.00 | 8,911.71 | 2,336.11 | 14,500.00 |
| 037833CR9 | APPLE INC 3.2% 11MAY2027 (CALLABLE 11FEB27) | 1,043.25 | 0.00 | 14,564.91 | 5,467.46 | 0.00 |
| 06051GFX2 | BANK OF AMERICA CORP 3.5% 19APR2026 | 1,809.13 | 0.00 | 8,749.38 | 4,229.17 | 0.00 |
| 06051GKW8 | BANK OF AMERICA CORP 4.948% 22JUL2028 (CALLABLE 22JUL27) | 74.53 | 0.00 | 5,834.36 | 3,188.71 | 0.00 |
| 14913Q3B3 | CATERPILLAR FINL SERVICE 2.15% 08NOV2024 | (1,109.25) | 0.00 | 2,664.94 | 1,731.95 | 0.00 |
| 17275RBQ4 | CISCO SYSTEMS INC 4.8% 26FEB2027 (CALLABLE 26JAN27) | 69.39 | 0.00 | 9,092.35 | 6,186.66 | 0.00 |
| 17275RBR2 | CISCO SYSTEMS INC 4.85% 26FEB2029 (CALLABLE 26JAN29) | 93.46 | 0.00 | 13,639.54 | 7,813.89 | 0.00 |
| 17325FBK3 | CITIBANK NA 4.838% 06AUG2029 (CALLABLE 06JUL29) | (354.30) | 0.00 | 20,643.31 | 8,379.15 | 0.00 |
| 17325FBB3 | CITIBANK NA 5.803% 29SEP2028 (CALLABLE 29AUG28) | (915.99) | 0.00 | 13,667.41 | 7,011.96 | 43,522.50 |
| 191216DD9 | COCA-COLA CO/THE 1% 15MAR2028 | 2,539.85 | 0.00 | 9,867.72 | 805.56 | 5,000.00 |
| 194162AR4 | COLGATE-PALMOLIVE CO 4.6% 01MAR2028 (CALLABLE 01FEB28) | 106.61 | 0.00 | 13,107.47 | 5,928.89 | 36,800.00 |
| 437076CA8 | HOME DEPOT INC 2.5% 15APR2027 (CALLABLE 15FEB27) | 1,804.75 | 0.00 | 8,208.43 | 2,416.67 | 0.00 |
| 437076BM3 | HOME DEPOT INC 3% 01APR2026 (CALLABLE 01JAN26) | 1,164.86 | 0.00 | 19,325.25 | 7,250.00 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|------------------------|--|--------------------------|----------------------|----------------------|-----------------|-------------------|
| Corporate Bonds | | | | | | |
| 24422EXH7 | JOHN DEERE CAPITAL CORP 4.5% 16JAN2029 | 282.63 | 0.00 | 12,125.64 | 5,437.50 | 0.00 |
| 46647PCW4 | JPMORGAN CHASE & CO 2.947% 24FEB2028 (CALLABLE 24FEB27) | 1,706.48 | 0.00 | 8,900.75 | 3,086.16 | 0.00 |
| 46625HRS1 | JPMORGAN CHASE & CO 3.2% 15JUN2026 (CALLABLE 15MAR26) | 1,525.88 | 0.00 | 10,935.84 | 3,866.67 | 0.00 |
| 46625HQW3 | JPMORGAN CHASE & CO 3.3% 01APR2026 (CALLABLE 01JAN26) | 2,873.11 | 0.00 | 8,507.46 | 3,987.50 | 0.00 |
| 594918BR4 | MICROSOFT CORP 2.4% 08AUG2026 (CALLABLE 08MAY26) | 1,257.08 | 0.00 | 12,154.18 | 3,866.66 | 0.00 |
| 594918BY9 | MICROSOFT CORP 3.3% 06FEB2027 (CALLABLE 06NOV26) | 803.79 | 0.00 | 6,563.36 | 2,658.33 | 0.00 |
| 61747YFF7 | MORGAN STANLEY 5.449% 20JUL2029 (CALLABLE 20JUL28) | (1,717.57) | 0.00 | 21,002.77 | 10,216.87 | 0.00 |
| 713448DN5 | PEPSICO INC 2.375% 06OCT2026 (CALLABLE 06JUL26) | 655.67 | 0.00 | 6,166.57 | 1,913.20 | 0.00 |
| 69353REF1 | PNC BANK NA 3.3% 30OCT2024 CALLABLE | (5,549.20) | 0.00 | 4,703.45 | 6,875.00 | 0.00 |
| 693475AT2 | PNC FINANCIAL SERVICES 3.15% 19MAY2027 (CALLABLE 19APR27) | 1,353.57 | 0.00 | 7,399.55 | 2,791.25 | 0.00 |
| 693475BK0 | PNC FINANCIAL SERVICES 5.354% 02DEC2028 (CALLABLE 02DEC27) | (113.11) | 0.00 | 7,332.41 | 5,175.54 | 0.00 |
| 89236TGL3 | TOYOTA MOTOR CREDIT CORP 2% 07OCT2024 | 10.35 | 0.00 | 2,702.80 | 1,611.11 | 0.00 |
| 89236TEM3 | TOYOTA MOTOR CREDIT CORP 3.05% 11JAN2028 | 1,315.58 | 0.00 | 8,309.85 | 2,456.95 | 0.00 |
| 89236TLJ2 | TOYOTA MOTOR CREDIT CORP 4.8% 05JAN2026 | (63.18) | 0.00 | 8,240.29 | 6,960.00 | 0.00 |
| 89236TKL8 | TOYOTA MOTOR CREDIT CORP 5.45% 10NOV2027 | (211.92) | 0.00 | 7,691.94 | 4,390.27 | 0.00 |
| 91159HHN3 | US BANCORP 2.375% 22JUL2026 (CALLABLE 22JUN26) | 1,853.09 | 0.00 | 14,383.18 | 3,826.39 | 0.00 |
| 91159HHR4 | US BANCORP 3.15% 27APR2027 (CALLABLE 27MAR27) | 2,970.10 | 0.00 | 12,972.80 | 5,075.00 | 0.00 |
| 91159HJF8 | US BANCORP 4.548% 22JUL2028 (CALLABLE 22JUL27) | 211.97 | 0.00 | 7,551.79 | 3,663.67 | 0.00 |
| 90331HMS9 | US BANK NA CINCINNATI 2.8% 27JAN2025 (CALLABLE 27DEC24) | 143.12 | 0.00 | 2,793.13 | 2,255.56 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|------------------------------|--|--------------------------|----------------------|----------------------|-------------------|-------------------|
| Corporate Bonds | | | | | | |
| 931142DV2 | WALMART INC 2.65% 15DEC2024 (CALLABLE 04NOV24) | (2,567.74) | 0.00 | 3,385.79 | 3,202.08 | 0.00 |
| Total Corporate Bonds | | 14,136.21 | 0.00 | 370,143.71 | 170,176.19 | 122,322.50 |
| Government Agencies | | | | | | |
| 3135G05X7 | FANNIE MAE 0.375% 25AUG2025 | 4,193.54 | 0.00 | 13,288.98 | 604.17 | 0.00 |
| 3135G03U5 | FANNIE MAE 0.625% 22APR2025 | 12,299.33 | 0.00 | 23,526.91 | 2,668.40 | 0.00 |
| 3135G0K36 | FANNIE MAE 2.125% 24APR2026 | 2,395.16 | 0.00 | 16,768.14 | 5,135.42 | 0.00 |
| 3133ENH45 | FEDERAL FARM CREDIT BANK 3.125% 24AUG2026 | 1,172.50 | 0.00 | 24,614.12 | 10,069.44 | 0.00 |
| 3133ENB74 | FEDERAL FARM CREDIT BANK 3.15% 21JUL2025 | 174.35 | 0.00 | 12,407.85 | 7,612.50 | 0.00 |
| 3133EN5N6 | FEDERAL FARM CREDIT BANK 4% 06JAN2028 | (130.25) | 0.00 | 6,567.34 | 5,316.67 | 0.00 |
| 3133EP5J0 | FEDERAL FARM CREDIT BANK 4.125% 12MAR2029 | 117.67 | 0.00 | 11,194.80 | 6,645.83 | 41,250.00 |
| 3133EP5U5 | FEDERAL FARM CREDIT BANK 4.125% 20MAR2029 | 249.05 | 0.00 | 14,226.00 | 6,978.12 | 43,312.50 |
| 3133ENP95 | FEDERAL FARM CREDIT BANK 4.25% 30SEP2025 | (157.87) | 0.00 | 7,225.83 | 10,625.00 | 63,750.00 |
| 3133ENV72 | FEDERAL FARM CREDIT BANK 4.5% 27JUL2026 | 55.24 | 0.00 | 8,521.14 | 7,250.00 | 0.00 |
| 3133ERDZ1 | FEDERAL FARM CREDIT BANK 4.75% 08MAY2026 | 236.14 | 0.00 | 3,944.95 | 3,826.39 | 0.00 |
| 3133EPRS6 | FEDERAL FARM CREDIT BANK 4.875% 28JUL2025 | 180.87 | 0.00 | 5,493.03 | 5,890.62 | 0.00 |
| 3133EPYK5 | FEDERAL FARM CREDIT BANK 5.125% 10OCT2025 | 18.74 | 0.00 | 6,890.12 | 8,256.95 | 0.00 |
| 3130AJHU6 | FEDERAL HOME LOAN BANK 0.5% 14APR2025 | 3,436.19 | 0.00 | 6,182.90 | 565.91 | 0.00 |
| 3130AL7C2 | FEDERAL HOME LOAN BANK 0.5% 25AUG2025 (CALLABLE 25NOV24) | 0.00 | 0.00 | 12,261.02 | 805.55 | 0.00 |
| 3130AQF65 | FEDERAL HOME LOAN BANK 1.25% 21DEC2026 | 8,758.44 | 0.00 | 22,774.36 | 4,027.78 | 0.00 |
| 3130ASG86 | FEDERAL HOME LOAN BANK 3.375% 13JUN2025 | (244.94) | 0.00 | 8,360.46 | 5,437.50 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|----------------------------------|--|--------------------------|----------------------|----------------------|-------------------|-------------------|
| Government Agencies | | | | | | |
| 3130ATU54 | FEDERAL HOME LOAN BANK 4.25% 10DEC2027 | (186.31) | 0.00 | 18,072.89 | 7,189.58 | 0.00 |
| 3130B1TM9 | FEDERAL HOME LOAN BANK 4.35% 24NOV2028 | 303.19 | 0.00 | 15,164.19 | 8,059.58 | 0.00 |
| 3130ATT31 | FEDERAL HOME LOAN BANK 4.5% 03OCT2024 | 472.76 | 0.00 | 2,076.39 | 10,875.00 | 0.00 |
| 3130B1BC0 | FEDERAL HOME LOAN BANK 4.625% 08JUN2029 | (658.82) | 0.00 | 5,511.17 | 3,725.70 | 0.00 |
| 3130AWTQ3 | FEDERAL HOME LOAN BANK 4.625% 11SEP2026 | 364.07 | 0.00 | 6,428.09 | 8,010.24 | 49,718.75 |
| 3130AUX58 | FEDERAL HOME LOAN BANK 4.65% 06JAN2025 | (956.05) | 0.00 | 3,449.26 | 8,053.54 | 0.00 |
| 3137EAEU9 | FREDDIE MAC 0.375% 21JUL2025 USD | 8,617.44 | 0.00 | 15,070.27 | 755.21 | 0.00 |
| 3137EAEX3 | FREDDIE MAC 0.375% 23SEP2025 | 12,274.99 | 0.00 | 25,178.20 | 1,208.34 | 7,500.00 |
| 3134GW3X2 | FREDDIE MAC 0.625% 27OCT2025 (CALLABLE 27OCT24) | 2,902.84 | 0.00 | 6,296.36 | 503.47 | 0.00 |
| 3134GVB31 | FREDDIE MAC 0.75% 28MAY2025 (CALLABLE 28NOV24) #0002 | 4,812.98 | 0.00 | 9,403.63 | 1,027.08 | 0.00 |
| 3137EAEP0 | FREDDIE MAC 1.5% 12FEB2025 | 3,789.61 | 0.00 | 10,027.38 | 3,625.00 | 0.00 |
| Total Government Agencies | | 64,490.86 | 0.00 | 320,925.78 | 144,748.99 | 205,531.25 |
| Government Bonds | | | | | | |
| 91282CCX7 | UNITED STATES OF AMER TREAS NOTES .375% DUE 09-15-2024 REG | 45.28 | 0.00 | 2,743.66 | 259.85 | 3,187.50 |
| 9128282U3 | UNITED STATES OF AMER TREAS NOTES 1.875%08-31-2024 | 0.00 | 0.00 | 0.00 | 0.00 | 9,375.00 |
| 912828YE4 | UNITED STATES TREAS NTS 1.25% DUE 08-31-2024 REG | 0.00 | 0.00 | 0.00 | 0.00 | 15,625.00 |
| 91282CAM3 | USA TREASURY 0.25% 30SEP2025 | 6,599.36 | 0.00 | 19,335.93 | 614.75 | 3,750.00 |
| 91282CAT8 | USA TREASURY 0.25% 31 OCT2025 | 6,598.80 | 0.00 | 19,453.11 | 611.42 | 0.00 |
| 91282CAZ4 | USA TREASURY 0.375% 30NOV2025 | 6,283.72 | 0.00 | 20,742.18 | 922.13 | 0.00 |
| 91282CBC4 | USA TREASURY 0.375% 31DEC2025 | 5,657.29 | 0.00 | 15,812.50 | 703.12 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|-------------------------|-------------------------------|-----------------------------|-------------------------|-------------------------|-----------------|-------------------|
| Government Bonds | | | | | | |
| 91282CBH3 | USA TREASURY 0.375% 31JAN2026 | 6,341.42 | 0.00 | 20,742.18 | 917.12 | 0.00 |
| 91282CBQ3 | USA TREASURY 0.5% 28FEB2026 | 6,032.99 | 0.00 | 20,859.39 | 1,243.09 | 7,500.00 |
| 912828ZF0 | USA TREASURY 0.5% 31MAR2025 | 6,044.90 | 0.00 | 14,109.39 | 1,229.51 | 7,500.00 |
| 91282CCP4 | USA TREASURY 0.625% 31JUL2026 | 3,794.73 | 0.00 | 14,375.00 | 1,019.02 | 0.00 |
| 91282CCW9 | USA TREASURY 0.75% 31AUG2026 | 3,579.50 | 0.00 | 14,062.50 | 1,243.09 | 7,500.00 |
| 91282CBT7 | USA TREASURY 0.75% 31MAR2026 | 5,577.45 | 0.00 | 20,039.07 | 1,844.26 | 11,250.00 |
| 91282CCF6 | USA TREASURY 0.75% 31MAY2026 | 6,097.86 | 0.00 | 20,859.39 | 1,844.26 | 0.00 |
| 91282CCJ8 | USA TREASURY 0.875% 30JUN2026 | 5,250.09 | 0.00 | 21,093.75 | 2,139.95 | 0.00 |
| 91282CCZ2 | USA TREASURY 0.875% 30SEP2026 | 8,694.31 | 0.00 | 34,765.60 | 3,586.07 | 21,875.00 |
| 91282CDG3 | USA TREASURY 1.125% 31OCT2026 | 2,979.65 | 0.00 | 13,515.62 | 1,834.24 | 0.00 |
| 91282CCH2 | USA TREASURY 1.25% 30JUN2028 | 2,325.69 | 0.00 | 8,722.65 | 1,120.92 | 0.00 |
| 91282CDK4 | USA TREASURY 1.25% 30NOV2026 | 2,756.09 | 0.00 | 13,750.00 | 2,049.18 | 0.00 |
| 91282CDQ1 | USA TREASURY 1.25% 31DEC2026 | 4,277.97 | 0.00 | 18,562.50 | 2,751.36 | 0.00 |
| 9128282A7 | USA TREASURY 1.5% 15AUG2026 | 2,109.87 | 0.00 | 13,125.00 | 2,445.65 | 0.00 |
| 912828Z78 | USA TREASURY 1.5% 31JAN2027 | 2,781.70 | 0.00 | 9,625.00 | 1,711.96 | 0.00 |
| 912828YY0 | USA TREASURY 1.75% 31DEC2024 | (2,150.99) | 0.00 | 6,601.56 | 2,853.26 | 0.00 |
| 91282CEF4 | USA TREASURY 2.5% 31MAR2027 | 1,683.16 | 0.00 | 6,210.94 | 2,049.18 | 12,500.00 |
| 91282CFB2 | USA TREASURY 2.75% 31JUL2027 | 3,255.21 | 0.00 | 17,367.20 | 5,828.80 | 0.00 |
| 9128284N7 | USA TREASURY 2.875% 15MAY2028 | 950.20 | 0.00 | 7,070.31 | 2,343.75 | 0.00 |
| 9128285M8 | USA TREASURY 3.125% 15NOV2028 | 1,939.31 | 0.00 | 12,816.40 | 4,330.85 | 0.00 |

DETAIL OF RETURN AND INTEREST RECEIVED

For the period September 1, 2024 - September 30, 2024

| Cusip | Description | Accretion (amortization) | Realized gain (loss) | Change in fair value | Interest earned | Interest received |
|-------------------------------|-------------------------------|-----------------------------|-------------------------|-------------------------|-------------------|-------------------|
| Government Bonds | | | | | | |
| 91282CFH9 | USA TREASURY 3.125% 31AUG2027 | 1,902.54 | 0.00 | 13,535.15 | 5,438.54 | 32,812.50 |
| 91282CFJ5 | USA TREASURY 3.125% 31AUG2029 | 314.23 | 0.00 | (7,459.15) | 2,175.41 | 0.00 |
| 91282CEW7 | USA TREASURY 3.25% 30JUN2027 | 1,321.20 | 0.00 | 11,250.00 | 4,769.02 | 0.00 |
| 91282CEV9 | USA TREASURY 3.25% 30JUN2029 | 1,603.83 | 0.00 | 20,515.63 | 6,888.59 | 0.00 |
| 91282CFU0 | USA TREASURY 4.125% 31OCT2027 | 169.66 | 0.00 | 6,703.12 | 3,699.05 | 0.00 |
| 91282CKD2 | USA TREASURY 4.25% 28FEB2029 | 339.87 | 0.00 | 13,203.12 | 7,044.20 | 42,500.00 |
| 91282CHX2 | USA TREASURY 4.375% 31AUG2028 | (389.77) | 0.00 | 6,250.00 | 3,625.69 | 21,875.00 |
| 91282CKT7 | USA TREASURY 4.5% 31MAY2029 | (752.17) | 0.00 | 8,390.63 | 3,983.61 | 0.00 |
| 91282CKP5 | USA TREASURY 4.625% 30APR2029 | 51.52 | 0.00 | 15,125.00 | 8,294.84 | 0.00 |
| 912810FE3 | USA TREASURY 5.5% 15AUG2028 | (616.98) | 0.00 | 7,031.26 | 5,380.43 | 0.00 |
| Total Government Bonds | | 103,449.49 | 0.00 | 480,905.59 | 98,796.17 | 197,250.00 |
| Grand total | | 182,076.56 | 0.00 | 1,171,975.08 | 414,270.35 | 525,652.75 |

TRANSACTION REPORT

For the period September 1, 2024 - September 30, 2024

| Trade date Settle date | Cusip | Transaction | Sec type | Description | Maturity | Par value or shares | Realized gain(loss) | Principal | Interest | Transaction total |
|---------------------------|-----------|----------------|---------------------|---------------------------|------------|------------------------|------------------------|----------------|------------|-------------------|
| 08/31/2024 08/31/2024 | 9128282U3 | Income | Government Bonds | UNITED STATES OF AMER | 08/31/2024 | 1,000,000.00 | 0.00 | 0.00 | 9,375.00 | 9,375.00 |
| 08/31/2024 08/31/2024 | 912828YE4 | Income | Government Bonds | UNITED STATES TREAS NTS | 08/31/2024 | 2,500,000.00 | 0.00 | 0.00 | 15,625.00 | 15,625.00 |
| 08/31/2024 08/31/2024 | 91282CBQ3 | Income | Government Bonds | USA TREASURY 0.5% | 02/28/2026 | 3,000,000.00 | 0.00 | 0.00 | 7,500.00 | 7,500.00 |
| 08/31/2024 08/31/2024 | 91282CCW9 | Income | Government Bonds | USA TREASURY 0.75% | 08/31/2026 | 2,000,000.00 | 0.00 | 0.00 | 7,500.00 | 7,500.00 |
| 08/31/2024 08/31/2024 | 91282CFH9 | Income | Government Bonds | USA TREASURY 3.125% | 08/31/2027 | 2,100,000.00 | 0.00 | 0.00 | 32,812.50 | 32,812.50 |
| 08/31/2024 08/31/2024 | 91282CHX2 | Income | Government Bonds | USA TREASURY 4.375% | 08/31/2028 | 1,000,000.00 | 0.00 | 0.00 | 21,875.00 | 21,875.00 |
| 08/31/2024 08/31/2024 | 91282CKD2 | Income | Government Bonds | USA TREASURY 4.25% | 02/28/2029 | 2,000,000.00 | 0.00 | 0.00 | 42,500.00 | 42,500.00 |
| 09/01/2024 09/01/2024 | 194162AR4 | Income | Corporate Bonds | COLGATE-PALMOLIVE CO 4.6% | 03/01/2028 | 1,600,000.00 | 0.00 | 0.00 | 36,800.00 | 36,800.00 |
| 09/03/2024 09/03/2024 | 9128282U3 | Capital Change | Government Bonds | UNITED STATES OF AMER | 08/31/2024 | (1,000,000.00) | 0.00 | 1,000,000.00 | 0.00 | 1,000,000.00 |
| 09/03/2024 09/03/2024 | 912828YE4 | Capital Change | Government Bonds | UNITED STATES TREAS NTS | 08/31/2024 | (2,500,000.00) | 0.00 | 2,500,000.00 | 0.00 | 2,500,000.00 |
| 09/11/2024 09/11/2024 | 3130AWTQ3 | Income | Government Agencies | FEDERAL HOME LOAN BANK | 09/11/2026 | 2,150,000.00 | 0.00 | 0.00 | 49,718.75 | 49,718.75 |
| 09/11/2024 09/16/2024 | 91282CFJ5 | Bought | Government Bonds | USA TREASURY 3.125% | 08/31/2029 | 1,800,000.00 | 0.00 | (1,769,982.59) | (2,486.19) | (1,772,468.78) |
| 09/12/2024 09/12/2024 | 037833DB3 | Income | Corporate Bonds | APPLE INC 2.9% 12SEP2027 | 09/12/2027 | 1,000,000.00 | 0.00 | 0.00 | 14,500.00 | 14,500.00 |
| 09/12/2024 09/12/2024 | 3133EP5J0 | Income | Government Agencies | FEDERAL FARM CREDIT BANK | 03/12/2029 | 2,000,000.00 | 0.00 | 0.00 | 41,250.00 | 41,250.00 |
| 09/15/2024 09/15/2024 | 191216DD9 | Income | Corporate Bonds | COCA-COLA CO/THE 1% | 03/15/2028 | 1,000,000.00 | 0.00 | 0.00 | 5,000.00 | 5,000.00 |
| 09/15/2024 09/15/2024 | 91282CCX7 | Income | Government Bonds | UNITED STATES OF AMER | 09/15/2024 | 1,700,000.00 | 0.00 | 0.00 | 3,187.50 | 3,187.50 |
| 09/16/2024 09/16/2024 | 91282CCX7 | Capital Change | Government Bonds | UNITED STATES OF AMER | 09/15/2024 | (1,700,000.00) | 0.00 | 1,700,000.00 | 0.00 | 1,700,000.00 |

TRANSACTION REPORT

For the period September 1, 2024 - September 30, 2024

| Trade date Settle date | Cusip | Transaction | Sec type | Description | Maturity | Par value or shares | Realized gain(loss) | Principal | Interest | Transaction total |
|---------------------------|-----------|-------------|--------------------------|--------------------------|------------|------------------------|------------------------|-----------|-----------|-------------------|
| 09/19/2024 09/19/2024 | 88579YAV3 | Income | Corporate Bonds | 3M COMPANY 2.25% | 09/19/2026 | 2,000,000.00 | 0.00 | 0.00 | 22,500.00 | 22,500.00 |
| 09/20/2024 09/20/2024 | 3133EP5U5 | Income | Government Agencies | FEDERAL FARM CREDIT BANK | 03/20/2029 | 2,100,000.00 | 0.00 | 0.00 | 43,312.50 | 43,312.50 |
| 09/23/2024 09/23/2024 | 3137EAEX3 | Income | Government Agencies | FREDDIE MAC 0.375% | 09/23/2025 | 4,000,000.00 | 0.00 | 0.00 | 7,500.00 | 7,500.00 |
| 09/29/2024 09/29/2024 | 17325FBB3 | Income | Corporate Bonds | CITIBANK NA 5.803% | 09/29/2028 | 1,500,000.00 | 0.00 | 0.00 | 43,522.50 | 43,522.50 |
| 09/30/2024 09/30/2024 | 3133ENP95 | Income | Government Agencies | FEDERAL FARM CREDIT BANK | 09/30/2025 | 3,000,000.00 | 0.00 | 0.00 | 63,750.00 | 63,750.00 |
| 09/30/2024 09/30/2024 | 91282ZF0 | Income | Government Bonds | USA TREASURY 0.5% | 03/31/2025 | 3,000,000.00 | 0.00 | 0.00 | 7,500.00 | 7,500.00 |
| 09/30/2024 09/30/2024 | 91282CAM3 | Income | Government Bonds | USA TREASURY 0.25% | 09/30/2025 | 3,000,000.00 | 0.00 | 0.00 | 3,750.00 | 3,750.00 |
| 09/30/2024 09/30/2024 | 91282CBT7 | Income | Government Bonds | USA TREASURY 0.75% | 03/31/2026 | 3,000,000.00 | 0.00 | 0.00 | 11,250.00 | 11,250.00 |
| 09/30/2024 09/30/2024 | 91282CCZ2 | Income | Government Bonds | USA TREASURY 0.875% | 09/30/2026 | 5,000,000.00 | 0.00 | 0.00 | 21,875.00 | 21,875.00 |
| 09/30/2024 09/30/2024 | 91282CEF4 | Income | Government Bonds | USA TREASURY 2.5% | 03/31/2027 | 1,000,000.00 | 0.00 | 0.00 | 12,500.00 | 12,500.00 |
| 09/30/2024 | | Income | Cash and Cash Equivalent | Cash | | 0.00 | 0.00 | 0.00 | 549.00 | 549.00 |

ADDITIONAL INFORMATION

As of September 30, 2024

Past performance is not indicative of future results. Investment in any strategy involves a risk of loss which may partly be due to exchange rate fluctuations.

The performance results shown, whether net or gross of investment management fees, reflect the reinvestment of dividends and/or income and other earnings. Any gross of fees performance does not include fees and charges and these can have a material detrimental effect on the performance of an investment. The performance shown is for the stated time period(s) only.

Any target performance aims are not a guarantee, may not be achieved and a capital loss may occur. Funds which have a higher performance aim generally take more risk to achieve this and so have a greater potential for the returns to be significantly different than expected. Investments are subject to risks, including loss of principal. There can be no guarantee that any investment strategy will meet the liability funding needs of a particular client.

Performance information for certain accounts may reflect performance achieved while the account was managed at a prior firm. In addition, the performance and customized benchmark information for these periods are based on Information from 3rd parties that Insight believes to be accurate, but Insight has not independently verified such information and no representation is made regarding its accuracy or completeness.

The quoted benchmarks do not reflect deductions for fees, expenses or taxes. These benchmarks are unmanaged and cannot be purchased directly by investors. Benchmark performance is shown for illustrative purposes only and does not predict or depict the performance of any investment. There may be material factors relevant to any such comparison such as differences in volatility, and regulatory and legal restrictions between the indices shown and the strategy.

Any currency conversions performed for this presentation, use FX rates as per WM Reuters 4pm spot rates, unless noted otherwise.

Funds and portfolios with an ESG objective follow a sustainable or ESG related investment approach, which may cause them to perform differently than funds that are not required to integrate sustainable investment criteria when selecting securities. Funds and portfolios with no ESG objective are not required to integrate sustainable investment criteria when selecting securities so any ESG approach shown is only indicative and there is no guarantee that the specific approach will be applied across the whole portfolio.

This is a client report intended for professional clients only. This material is for professional clients only and is not intended for distribution to retail clients. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document is intended only for the parties to whom it was delivered or its authorised agents and should not be copied or passed to any other person. Please contact the Client Services Team if there has been any change in your financial circumstances or risk tolerance since the previous valuation that could affect the investment objective of your portfolio. Insight obtains market data and prices from an independent pricing source for all of our currency positions on a daily basis. For trading activity the Clearing broker will be reflected. In certain cases the Clearing broker will differ from the Executing broker.

Some information contained in this client report comes from external sources which Insight believes to be reliable. A list of sources is available on request. All statistics represent month end figures unless otherwise noted. It should not be assumed that any of the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed. Tax treatment depends on the individual circumstances of each investor and may be subject to change in the future. Insight does not provide tax or legal advice to its clients and all investors are strongly urged to seek professional advice regarding any potential strategy or investment. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security.

Insight Investment is the corporate brand for certain companies operated by Insight Investment Management Limited (IIML). Insight includes, among others, Insight Investment Management (Global) Limited (IIMG), Insight Investment International Limited (IIL) and Insight North America LLC (INA), each of which provides asset management services. This group of companies may be referred to as 'Insight' or 'Insight Investment'.

Please compare the information provided in this statement to the information provided in the statement received from your Custodian. This report is not intended to replace your custodial statement which is your official record for all pertinent account information. Please notify us promptly if you do not receive from your custodian on at least a quarterly basis account statements that contain the amount of funds and each security in the account at the end of the period and all transactions in the account during that period.

For clients based in North America:

This material is for professional clients only and is not intended for distribution to retail clients.

Investment advisory services in North America are provided through two different investment advisers registered with the Securities and Exchange Commission (SEC), using the brand Insight Investment: Insight North America LLC (INA) and Insight Investment International Limited (IIL). The North American investment advisers are associated with other global investment managers that also (individually and collectively) use the corporate brand Insight Investment and may be referred to as 'Insight' or 'Insight Investment'. INA is registered with the CFTC as a Commodity Trading Advisor and a Commodity Pool Operator and are members of the NFA.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy's holdings may differ substantially from the securities that comprise the indices shown.

The ICE BofA 3 Month US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The ICE BofA 6 Month US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

ADDITIONAL INFORMATION

As of September 30, 2024

The ICE BofA 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The ICE BofA 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The ICE BofA 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

© 2024 Insight Investment. All rights reserved.

| City of Menlo Park | | | | | | | | | |
|--|--|------------|--------------|------------------|----------------------|---------------|-------------|-------------|-------------|
| Insight Environmental, Social, Governance (ESG) Ratings as of September 30, 2024 | | | | | | | | | |
| Cusip/Id | Description | S&P Rating | Moody Rating | Par | Insight ESG Score | Environmental | Social | Governance | |
| 89236TGL3 | TOYOTA MOTOR CREDIT 2.00% 07OCT2024 | A+ | A1 | \$ 1,000,000 | 3 | 2 | 3 | 4 | |
| 69353REF1 | PNC BANK NA 3.3% 30OCT2024 (CALLABLE 30SEP2024) | A | A2 | \$ 2,500,000 | 3 | 2 | 3 | 3 | |
| 14913Q3B3 | CATERPILLAR 2.15% 8NOV2024 | A | A2 | \$ 1,000,000 | 4 | 5 | 3 | 4 | |
| 931142DV2 | WALMART INC. 2.65% 15DEC2024 (CALLABLE 15OCT2024) | AA | Aa2 | \$ 1,500,000 | 3 | 1 | 4 | 4 | |
| 90331HMS9 | US BANK NA 2.8% 27JAN2025 (CALLABLE 27DEC2024) | A+ | A2 | \$ 1,000,000 | 4 | 3 | 4 | 4 | |
| 89236TLJ2 | TOYOTA MOTOR CREDIT 4.80% 05JAN2026 | A+ | A1 | \$ 1,800,000 | 3 | 2 | 3 | 4 | |
| 02665WEC1 | AMERICAN HONDA FINANCE 4.75% 12JAN2026 | A- | A3 | \$ 2,000,000 | 3 | 3 | 3 | 3 | |
| 46625HQW3 | JPMORGAN CHASE & CO 3.3% 1APR2026 (CALLABLE 01JAN26) | A- | A1 | \$ 1,500,000 | 3 | 1 | 3 | 4 | |
| 437076BM3 | HOME DEPOT INC. 3% 01APR2026 (CALLABLE 01JAN2026) | A | A2 | \$ 3,000,000 | 3 | 3 | 2 | 3 | |
| 06051GRX2 | BANK OF AMERICA 3.5% 19APR2026 | A- | A1 | \$ 1,500,000 | 4 | 1 | 4 | 4 | |
| 46625HRS1 | JPMORGAN CHASE & CO 3.2% 15JUN2026 (CALLABLE 15MAR26) | A- | A1 | \$ 1,500,000 | 3 | 1 | 3 | 4 | |
| 911159HHN3 | US BANCORP 2.375% 22JUL2026 (CALLABLE 22Jun2026) | A | A3 | \$ 2,000,000 | 4 | 3 | 4 | 4 | |
| 594918BR4 | MICROSOFT CORP 2.40% 08AUG2026 (CALLABLE 08MAY26) | AAA | Aaa | \$ 2,000,000 | 3 | 1 | 3 | 4 | |
| 88579YAV3 | 3M COMPANY 2.25% 19SEO2026 (CALLABLE 19JUN2026) | BBB+ | A3 | \$ 2,000,000 | 3 | 3 | 3 | 3 | |
| 713448DN5 | PEPSICO INC. 2.375% 06OCT2026 (CALLABLE 06JUL2026) | A+ | A1 | \$ 1,000,000 | 2 | 2 | 2 | 3 | |
| 594918BY9 | MICROSOFT CORP 3.30% 06FEB2027 (CALLABLE 06NOV26) | AAA | Aaa | \$ 1,000,000 | 3 | 1 | 3 | 3 | |
| 17275RBQ4 | CISCO SYSTEMS INC. 4.8% 26FEB2027 (CALLABLE 26JAN27) | AA- | A1 | \$ 1,600,000 | 2 | 1 | 4 | 3 | |
| 437076CA8 | HOME DEPOT 2.5% 15APR2027 (CALLABLE 15FEB2027) | A | A2 | \$ 1,200,000 | 3 | 3 | 2 | 3 | |
| 91159HHR4 | US BANCORP 3.15% 27APR2027 | A | A3 | \$ 2,000,000 | 4 | 3 | 4 | 4 | |
| 037833CR9 | APPLE INC. 3.2% 11MAY2027 (CALLABLE 11FEB2027) | AA+ | Aaa | \$ 2,121,000 | 5 | 1 | 4 | 5 | |
| 693475AT2 | PNC FINANCIAL SERVICES 3.15% 19MAY2027 | A- | A3 | \$ 1,100,000 | 3 | 2 | 3 | 3 | |
| 037833DB3 | APPLE INC 2.9% 12SERP2027 (CALLABLE 12JUN2027) | AA+ | Aaa | \$ 1,000,000 | 5 | 1 | 4 | 5 | |
| 89236TKL8 | TOYOTA MOTOR CREDIT CORP 5.45% 10NOV2027 | A+ | A1 | \$ 1,000,000 | 3 | 2 | 3 | 4 | |
| 8923GTEM3 | TOYOTA MOTOR CREDIT CORP 3.05% 11JAN2028 | A+ | A1 | \$ 1,000,000 | 3 | 2 | 3 | 4 | |
| 02665WED9 | AMERICAN HONDA FINANCE 4.7% 12JAN2028 | A- | A3 | \$ 2,300,000 | 3 | 3 | 3 | 3 | |
| 46647PCW4 | JPMORGAN CHASE & CO 2.947% 24FEB2028 (CALLABLE 24FEB27) | A- | A1 | \$ 1,300,000 | 3 | 1 | 3 | 4 | |
| 194162AR4 | COLGATE-PALMOLIVE CO 4.6% 01MAR2028 (CALLABLE 01FEB28) | A+ | Aa3 | \$ 1,600,000 | 3 | 2 | 3 | 3 | |
| 191216DD9 | COCA-COLA CO/THE 1.0% 15MAR2028 | A+ | A1 | \$ 1,000,000 | 2 | 2 | 3 | 3 | |
| 02665WEM9 | AMERICAN HONDA FINANCE 5.125% 07JUL2028 | A- | A3 | \$ 1,000,000 | 3 | 3 | 3 | 3 | |
| 06051GKW8 | BANK OF AMERICA 4.948% 22JUL2028 (CALLABLE 22JUL2027) | A- | A1 | \$ 800,000 | 4 | 1 | 4 | 4 | |
| 91159HJF8 | US BANCORP 4.548% 22JUL2028 (CALLABLE 22JUL2027) | A | A3 | \$ 1,000,000 | 4 | 3 | 4 | 4 | |
| 17325FBB3 | CITIBANK NA 5.803% 29SEP2028 (CALLABLE 29AUG2028) | A+ | Aa3 | \$ 1,500,000 | 3 | 1 | 3 | 4 | |
| 693475BK0 | PNC FINANCIAL SERVICES 5.354% 02DEC2028 (CALLABLE 02DEC2027) | A- | A3 | \$ 1,200,000 | 3 | 2 | 3 | 3 | |
| 24422EXH7 | JOHN DEERE CAPITAL CORP 4.5% 16JAN2029 | A | A1 | \$ 1,500,000 | 4 | 3 | 3 | 3 | |
| 17275RBR2 | CISCO SYSTEMS INC. 4.85% 26FEB2029 (CALLABLE 26JAN29) | AA- | A1 | \$ 2,000,000 | 2 | 1 | 4 | 3 | |
| 61747YFF7 | MORGAN STANLEY 5.449% 20JUL2029 (CALLABLE 20JUL28) | A- | A1 | \$ 2,500,000 | 3 | 1 | 3 | 4 | |
| 17325FBK3 | CITIBANK NA 4.838% 06AUG2029 (CALLABLE 06JUL29) | A+ | Aa3 | \$ 2,150,000 | 3 | 1 | 3 | 4 | |
| | | | | Corporate | \$ 57,171,000 | 3.21 | 2.04 | 3.18 | 3.64 |

ESG ratings are from 1 to 5, with 1 as the highest rating and 5 as the lowest. All ratings are weighted by industry rankings, based on the importance of the category within the individual industry.



STAFF REPORT

City Council Meeting Date: 11/19/2024
Staff Report Number: 23-196-CC

Consent Calendar: Authorize the city manager to execute an amendment to the agreement with Surveillance Grid for implementation services for the city-building security camera system

Recommendation

Staff recommends that the City Council authorize the city manager to execute an amendment to the agreement (Attachment A) with Surveillance Grid, Inc., in the amount of \$58,415.65, for a revised total of \$675,610.24 over the three-year agreement, for modified implementation services for the citywide building security camera system.

Policy Issues

The overall agreement amount exceeds the city manager’s signing authority in fiscal year 2024-25 and requires City Council approval.

Background

The Information Technology (IT) Master Plan identified the need to upgrade existing, outdated cameras at City Hall and to upgrade and enhance building security at other City buildings. Security cameras are a useful tool for preventing crimes, aiding in response, supporting investigations and prosecutions, as well as enhancing the security and safety of employees and visitors.

In March 2023, staff conducted a request for proposals (RFP) outlining the scope of work for vendors, potential camera locations, camera specifications, criteria for a centralized video management system, and the need for support and maintenance for a period of three (3) years post-project implementation. After an extensive vetting process, staff recommended entering into an agreement with Surveillance Grid. On Dec. 5, 2023, City Council approved an agreement with Surveillance Grid in an amount not to exceed \$617,194.59 (Attachment B). This scope of work included 10 building locations and three (3) years of support and maintenance.

On a project of this size and complexity, a certain amount of contingency is often included to address unforeseen issues that arise during the course of implementation. However, no contingency was included when the agreement was approved by the City Council, whereby the modifications to the project design now necessitate an amendment.

Analysis

Following City Council approval of the agreement in December 2023, Surveillance Grid worked with staff to begin implementing the city-building security camera project. The initial project proposal from Surveillance

Grid envisioned a converged network solution. This approach would have directly integrated the security cameras with the City's existing network infrastructure. However, additional discussions between the vendor and staff revealed this approach to be problematic, requiring additional managed network switches and introducing potential security risks.

To address these challenges and ensure the project remained on schedule, Surveillance Grid proposed an alternative solution: a segmented network design. This approach offered several advantages. The segmented network design isolated the cameras from other critical network infrastructure, offered enhanced security by reducing potential opportunities for cyber-attacks and allowed for more customized security controls, further safeguarding sensitive data and overall system integrity. Surveillance Grid provided the necessary equipment needed for the segmented network design. This additional equipment resulted in an overage in the implementation phase of the project (Year 1) in an amount of \$58,415.65. As a result, the final project cost is estimated at \$675,610.24.

While the project design change has increased the total project cost slightly, this increase can be justified by the improved security posture.

Impact on City Resources

This project is funded out of Information Technology Master Plan funding. Sufficient funds are available to cover the additional \$58,415.65 in the approved fiscal year 2024-25 budget, bringing the total cost of the project to \$675,610.24.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it does not propose a change that will result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Agreement amendment
- B. Hyperlink – Dec. 5, 2023 Staff Report #23-265-CC:
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/agendas/20231205/e6-20231205-cc-security-camera-system.pdf>

Report prepared by:
Danny Daniels, Information Technology Manager

Report reviewed by:
Brittany Mello, Administrative Services Director

AGREEMENT AMENDMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



Amendment #: 4342.1

AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND SURVEILLANCE GRID

THIS FIRST AMENDMENT is made and entered into this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and SURVEILLANCE GRID, hereinafter referred to as "FIRST PARTY."

1. Section 4. COMPENSATION AND PAYMENT of Agreement No. 4342, ("Agreement"), Section 4. COMPENSATION AND PAYMENT [amendment to section] is hereby amended to read as follows:

"A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$675,610.24 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of direct and indirect charges to the Project incurred by FIRST PARTY. The CITY reserve the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable."

Except as modified by this Amendment, all other terms and conditions of Agreement No. 4324 remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

SIGNATURE PAGE TO FOLLOW

FOR FIRST PARTY:

Signature

Date

Printed name

Title

Tax ID#

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney

Date

FOR CITY OF MENLO PARK:

Justin I. C. Murphy, City Manager

Date

ATTEST:

Judi A. Herren, City Clerk

Date

PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620



| |
|---|
| Agreement #: 4342 |
| AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND SURVEILLANCE GRID |
| THIS AGREEMENT made and entered into at Menlo Park, California, this <u>1/10/2024</u> , by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and SURVEILLANCE GRID, hereinafter referred to as "FIRST PARTY." |
| <p>WITNESSETH:</p> <p>WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: City security camera system</p> <p>WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.</p> <p>NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:</p> |
| 1. SCOPE OF WORK |
| In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services. |
| 2. SCHEDULE FOR WORK |
| <p>FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.</p> <p>FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.</p> |
| 3. PROSECUTION OF WORK |
| FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services). |

4. COMPENSATION AND PAYMENT

- A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed \$617,194.59 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.
- B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.
- C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.
- D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

- A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.
- B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.
- C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.
- E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.
- F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

- A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.
- B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Brittany Mello
 Administrative Services
 City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025
 650-330-6675
 bkmello@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:

Warren Hackbarth
 Surveillance Grid
 16490 Vineyard Blvd Suite B
 Morgan Hill, CA 95037
 408-504-3222
 warren@surveillancegrid.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

11. INSURANCE

- A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.
1. Workers' compensation and employer's liability insurance:
The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
 2. Liability insurance:
The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) in aggregate, or one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each accident combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, (\$300,000) property damage.
 3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.
- C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

- A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:
1. Immediately discontinue all services affected (unless the notice directs otherwise); and
 2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.
- B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.
- D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.
- E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.
- F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

- A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.
- B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," 'Dispute Resolution' attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of December 6, 2023 through December 31, 2026 unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

DocuSigned by:
Warren Hackbarth

4412803JEBBL905...
Signature

12/22/2023

Date

Warren Hackbarth

Printed name

CEO

Title

Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
Nira Doherty

4412803JEBBL905...
Nira F. Doherty, City Attorney

1/2/2024

Date

FOR CITY OF MENLO PARK:

DocuSigned by:
Justin Murphy

8379C4D5D03E480...
Justin I. C. Murphy, City Manager

1/10/2024

Date

ATTEST:

DocuSigned by:
Judi A. Herren

30280420D0BE481...
Judi A. Herren, City Clerk

1/10/2024

Date

EXHIBIT "A" – SCOPE OF SERVICES**A1. SCOPE OF WORK**

FIRST PARTY agrees to provide consultant services for CITY's Administrative Services Department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Information Technology Manager.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount; Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT "B" - DISPUTE RESOLUTION

- B1.0** All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:
- B2.0 Mediation**
- B2.1** The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.
- B3.0 Arbitration**
- B3.1** Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.
- B3.2** The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:
- B3.3** Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.
- B3.4** The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years' experience in construction litigation.
- B3.5** All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.
- B3.6** The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.
- B3.7** Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.
- B3.8** The prevailing party shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.9** Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.
- B3.10** The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.



City of Menlo Park

Citywide Security Camera System



Table of Contents



Seamless Security™

RFP Submitted By:
SurveillanceGRID Integration Inc,
16490 Vineyard Blvd Suite B
Morgan Hill, CA. 95037
www.surveillancegrid.com

- System Executive Summary
- Cost Summary
- Schedule predictor

Executive Summary

The options presented are based on the following:

- Motion is stored at 30 frames per second, pre and post motion , non-motion is stored at 1 FPS with two streams one 5MP/4MP based on Camera for 30 days full resolution and 2MP from day 1 to extended storage plan.
- Genetec License is Enterprise 5.11
 - Enterprise Class include all Genetec Baseline features and unrestricted scalability
 - The topology includes a server at each of the 10 locations requested in the RFP
 - PD has video access to all cameras
 - PD receives Realtime alerts and alarms
 - PD can manage all site cameras
 - Centralized management
 - Each site has access to their cameras
- GRIDASSURE SurveillanceGRID Support package includes:
 - MONITOR provides Realtime base line image profile continuously compares to actual image with Realtime alerts on degraded images, and Realtime network and radio performance with state graphical presentation and alerts
 - MAINTAIN Bi-annual camera cleaning, vendor warranty management to provide immediate replacement of failed system components, technical support phone, email, text 8am to 5PM Monday through Friday
 - RESPOND onsite technical response to production problems



Seamless Security™

Proposal

| | Cost | Year 2 | Year 3 | 3 Year TCO |
|--------------|---------------|--------------|--------------|---------------|
| Cameras | \$ 91,154.29 | | | |
| Materials | \$ 6,270.00 | | | |
| Installation | \$ 188,431.00 | | | |
| GRIDASSURE | \$ 18,161.25 | \$ 25,424.75 | \$ 26,950.24 | \$ 52,374.99 |
| Genetec | \$ 230,000.00 | | | |
| Total | \$ 534,016.54 | | | |
| Tax | \$ 30,801.00 | | | |
| Total | \$ 564,817.54 | \$ 25,425.75 | \$ 26,951.30 | \$ 617,194.59 |

Project timeline



Seamless Security™

| PROJECT TIMELINE | | | | | | |
|---|--------------------------|--|--|-------------------------|----------------|------------------|
| Contract and Planning | Notice to proceed | Equipment Staging | | | | |
| 1 month | 1 month | 4.3 Calendar weeks | | | | |
| | | Network Planning and implementation | | | | |
| | | two weeks | | | | |
| | | Installation | | | | |
| | | Cable | | Wireless Network | Cameras | Training |
| | | 6 weeks | | 2 weeks | 2 weeks | 1 week |
| | | | | | | Turn-over |
| | | | | | | 1 week |
| <p>PROJECT ESTIMATED DURATION 12 weeks</p> | | | | | | |



STAFF REPORT

City Council

Meeting Date:

11/19/2024

Staff Report Number:

24-198-CC

Consent Calendar:

Accept the Coleman and Ringwood Avenues Transportation Study final report and adopt a resolution of support for the implementation of a one-way pilot on Coleman Avenue in San Mateo County

Recommendation

Staff recommends that the City Council accept the Coleman and Ringwood Avenues Transportation Study final report (Attachment A) and adopt a resolution of support advocating for the implementation of a one-way pilot on Coleman Avenue between the City/County border and Ringwood Avenue to provide space for people walking and biking (Attachment B).

Policy Issues

The Coleman and Ringwood Avenues Transportation Study is consistent with General Plan Circulation Element policies to improve bicycle and pedestrian safety (CIRC-1.7 and 1.8), support safe routes to school programs (CIRC-1.9), accommodate all modes (CIRC-2.1), support use of streets for people walking and bicycling (CIRC-2.7), and expand the bikeway network (CIRC-2.9).

Background

Coleman and Ringwood Avenues are both important routes for students walking and bicycling to several area schools, including Menlo-Atherton High School, Laurel Elementary School (both Lower and Upper campuses), the Peninsula School, KIPP Valiant Community Prep, and Silicon Valley International School. The Menlo Park Transportation Master Plan identifies improved bicycle facilities as a priority project on Coleman Avenue from Willow Road to the City border, as well as a desired extension of that route north through the County-owned portion of Coleman Avenue to Ringwood Avenue. The two roadways are primarily within the City of Menlo Park or County of San Mateo jurisdiction, though a small portion of Ringwood Avenue (one side of the street adjacent to a portion of the Menlo-Atherton High School campus) is within the Town of Atherton.

Coleman Avenue is one of three roads (along with Bay Road and Middlefield Road) that connect Ringwood Avenue with Willow Road. Given its centralized location and lower traffic volumes compared to the parallel routes, Coleman Avenue serves as the most direct route for children that bicycle and walk to school. Ringwood Avenue, while primarily located within the County, is an important part of a bicycling and walking route that connects from downtown and Caltrain to the Flood Triangle, Suburban Park, Lorelei Manor, Belle Haven and Bayfront neighborhoods. The Ringwood Avenue pedestrian/bicycle bridge is an integral component of the route, offering a less stressful, separated alternative to crossings over US 101 at Marsh Road or Willow Road and allowing many students to travel to schools on both sides of US 101.

In December 2021, the City Council approved a Memorandum of Understanding with the County of San

Mateo to jointly fund a study to identify and evaluate safety upgrades for Coleman and Ringwood Avenues, with a focus on improving active transportation options in these corridors. City staff, together with County staff and W-Trans, the project consultant, kicked off the Project in February 2022. A link to the County's project website is provided in Attachment C. The Project included a review of existing conditions, identification of challenges and opportunities, development and evaluation of improvement options, and development of a final report (Attachment A). The Project also included substantial outreach, including a Technical Advisory Committee (TAC), a Community Advisory Committee (CAC), public engagement events, and presentations to the Complete Streets Commission (CSC) and the County Bicycle and Pedestrian Advisory Committee (BPAC).

The TAC included representatives from public agencies (including Menlo Park and San Mateo County), Samtrans, the Menlo Park Fire Protection District, and administrators from several schools. The CAC included a diverse set of representatives including students and parents from several schools, members of relevant commissions (City of Menlo Park Complete Streets Commission and County BPAC), local residents, and community-based organizations serving the Belle Haven neighborhood and East Palo Alto.

On Oct. 22, the City Council received a report (Attachment D) on the study's progress and provided direction on next steps. A full description of the community outreach and engagement and recommendations from the Complete Streets Commission and County BPAC was provided as part of the prior report. As part of the study session, the City Council directed staff to:

- Proceed with implementation of a pilot bikeway installation on Coleman Avenue in the City, which would include removal of parking on one side;
- Proceed with implementing traffic calming measures in the City, as quickly as possible;
- Proceed with implementing an all-way stop sign at Coleman Avenue and Santa Monica Avenue;
- Authorize the Mayor to approve and sign a letter to San Mateo County advocating for implementation of a one-way pilot on Coleman Avenue between the City/County border and Ringwood Avenue in order to provide space for people walking and biking; and
- Return to City Council to accept the Coleman-Ringwood Avenues Transportation Study final report.

Analysis

Since the Oct. 22 City Council meeting, staff has continued to develop an implementation plan for the modifications on Coleman Avenue and coordinate with San Mateo County staff on next steps. As discussed at this meeting, staff is anticipating the pilot installation within the area of the City's jurisdiction would be installed during summer 2025 in advance of the 2025-26 school year. A more detailed schedule and implementation plan is currently being developed, and as directed by the City Council, staff explored installing the traffic calming measures and all-way stop sign at Coleman Avenue and Santa Monica Avenue as soon as possible. Staff will return to the City Council to adopt a resolution for the stop sign installation and parking modifications for the pilot in spring 2025. Based on other ongoing project priorities and available resource levels, staff anticipates that all improvements would be installed in summer 2025.

Staff is returning to seek City Council acceptance of the final report (Attachment A) and to seek the City Council's adoption of a resolution of support advocating for the implementation of a one-way pilot on Coleman Avenue between the City/County border and Ringwood Avenue in order to provide space for people walking and biking (Attachment B). This resolution would be submitted to the County in place of the draft letter authorized by the City Council Oct. 22.

Impact on City Resources

The Project was funded through the City's five-year capital improvement program and used Measure W funds. The budget adopted by City Council is sufficient to complete the current study and installation of the traffic calming measures and all-way stop sign at Coleman Avenue and Santa Monica Avenue. Additional funding is needed for the installation of bicycle facilities in the City section, and staff anticipates requesting funding for these modifications (up to \$140,000) as part of the annual mid-year budget review in early 2025. The long-term improvements on Coleman Avenue and Ringwood Avenue require a larger effort and staff will continue to look at potential grant opportunities, in coordination with San Mateo County, to help fund the project elements.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378. Any future improvements would undergo environmental review as needed.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – Final report: smcsustainability.org/wp-content/uploads/Coleman-and-Ringwood-Avenues-Transportation-Study_Final-Draft-Summary-Report.pdf
- B. Resolution
- C. Hyperlink – County project website: smcsustainability.org/colemanringwoodwalkbike
- D. Hyperlink – Staff Report # 24-185-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20241022/h1-20241022-cc-colman-and-ringwood-aves-study.pdf

Report prepared by:
Kristiann Choy, Senior Transportation Engineer
Azalea Mitch, Public Works Director
Nikki Nagaya, Deputy City Manager

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
SUPPORTING THE INSTALLATION OF A “ONE WAY PILOT” ON COLEMAN
AVENUE WITHIN THE COUNTY OF SAN MATEO**

WHEREAS, Dec. 7, 2021, the City Council authorized a memorandum of understanding with the County of San Mateo for the Coleman and Ringwood Avenues Transportation Study (Study); and

WHEREAS, the Study established goals to improve safety and mobility for all users on Coleman and Ringwood Avenues; and

WHEREAS, the Study covered four different phases including establishing existing conditions, developing initial alternatives, selecting preferred alternatives, and developing potential pilot options for Coleman Avenue; and

WHEREAS, City and County staff held in-person and virtual public meetings to inform residents about the Study and gather feedback from the community to shape potential recommendations; and

WHEREAS, long-term alternatives were identified for Ringwood and Coleman Avenues; and

WHEREAS, in response to community input, four short-term pilot options were developed for Coleman Avenue; and

WHEREAS, a community-driven survey indicated a strong preference for a one-way pilot in the County section of Coleman Avenue; and

WHEREAS, in September 2024, the County hosted a Bicycle and Pedestrian Advisory Committee meeting, and more than 80 people provided comments with more than half expressing preference for a one-way pilot; and

WHEREAS, a pilot can be installed in a shorter timeline and lower cost to the permanent long term alternative; and

WHEREAS, the City Council Oct. 22, 2024 discussed the Study, next steps and directed staff to:

- Proceed with implementation of a pilot bikeway installation on Coleman Avenue in the City, which would include removal of parking on one side;
- Proceed with implementing traffic calming measures in the City, as quickly as possible;
- Proceed with implementing an all-way stop sign at Coleman Avenue and Santa Monica Avenue;
- Authorize the Mayor to approve and sign a letter to San Mateo County advocating for implementation of a one-way pilot on Coleman Avenue between the City/County border and Ringwood Avenue in order to provide space for people walking and biking;
- Return to City Council to accept the Coleman-Ringwood Avenues Transportation Study final report; and

WHEREAS, subsequent to the meeting, staff has continued to coordinate with San Mateo County staff on next steps; and

WHEREAS, this resolution replaces the letter directed by City Council Oct. 22; and

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore.

NOW, THEREFORE, BE IT FURTHER RESOLVED, the City Council of Menlo Park does hereby affirm support for a “one way pilot” on Coleman Avenue within the County of San Mateo.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the nineteenth day of November 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of November, 2024.

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date: 11/19/2024

Staff Report Number: 24-199-CC

Consent Calendar:

Approve an appropriation of \$1,050,000 in unassigned funds from the general fund and a construction contingency for the Belle Haven Community Campus Clean Energy Infrastructure Project

Recommendation

Staff recommends that the City Council:

1. Approve an appropriation for the Belle Haven Community Campus (BHCC) Clean Energy Infrastructure Project (Project) in the amount of \$1,050,000 from unassigned funds in the general fund; and
2. Approve a construction contingency from the appropriated funds in the amount of \$730,000 for ENGIE Services US, Inc.

Policy Issues

City Council established the BHCC project as one of the City's top priorities in 2019. Installing renewable electric power on city facilities is consistent with the 2030 climate action plan strategy No. 5 to eliminate fossil fuels from city operations, and is consistent with sustainable budget practices by reducing long term operating costs. The clean energy infrastructure also provides resiliency through back-up power for BHCC as a Red Cross shelter in times of emergency, consistent with the City Council's adopted priorities of climate action and disaster and emergency preparedness.

Background

On Jan. 11, 2022, City Council approved a contract with ENGIE Services US, Inc. for \$5,208,929 with \$470,178 (9%) in contingency for the Project (Attachment A). The Project includes the design, construction, operation, and maintenance of clean energy infrastructure consisting of solar photovoltaic arrays, a battery storage microgrid, a solar photovoltaic thermal pool heating system, and electric vehicle (EV) charging stations. Construction of the Project was planned to take place in two phases and scheduled to be completed by fall 2023.

Phase 1 of the Project includes the solar carport and 27 EV chargers at the main BHCC parking lot, solar thermal collectors, battery and microgrid. This phase has been constructed and is currently undergoing testing and commissioning, with completion anticipated for the end of 2024. Phase 2 includes a solar photovoltaic carport and eight EV chargers at the Kelly Park parking lot. The Kelly Park solar carports contribute 45% of the total Project's solar production. The design for Phase 2 has been completed, but construction has not begun. The Project has experienced a number of delays, including supply chain issues for critical electrical infrastructure equipment, as well as PG&E delays in providing permanent power to the building.

Analysis

With the installation of the clean energy infrastructure, the solar carport canopies and solar photovoltaic thermal pool heating system will generate on-site solar energy during the day and store extra solar energy in the battery system for evening/nighttime energy needs. Net Energy Metering (NEM) will allow excess energy to be sent back to the grid in exchange for credit or payment, offsetting the costs of energy consumed from the grid. During an emergency and loss of PG&E power, BHCC will be able to operate for at least 24 hours from the energy storage system without the use of a generator.

The 20-year contract with ENGIE includes guaranteed savings from the on-site generation estimated at \$176,000 during the first year of operation up to \$294,000 in year 20. At the time of award in 2022, the estimated payback period for the microgrid / clean infrastructure was between 17 and 18 years. However, due to the investment tax credit (ITC) made available by the 2022 passage of the Inflation Reduction Act (IRA), the payback period is now 12 to 13 years. Based on the most recent analysis, the net benefit of the Project (after subtracting costs) is \$6,870,000 after 30 years.

The Project has experienced delays, change orders, cost escalations, increased consultant support and staff time and requires additional funds for completion. Details on the additional budget needed are summarized in Table 1 below.

| Table 1: Project additional funding needs | | |
|---|--------------------|--|
| Item | Additional cost | Justification |
| Phase 1 costs | | |
| 1. Phase 1 Budget overrun | \$240,000 | The contingency of \$470,178 has not been sufficient to cover construction change orders, staff time and project management consultant support. |
| Phase 2 costs | | |
| 2. Delay affecting microgrid commissioning | \$155,000 | A number of issues outside of ENGIE’s control resulted in the microgrid commissioning being delayed. |
| 3. Kelly Park installation of underground conduit | \$280,000 | An additional 150 feet of underground conduit is needed to connect the Kelly Park solar carport to the system that was installed by the building contractor in the main parking lot. |
| 4. Delay affecting Kelly Park scope | \$295,000 | The Phase 1 delay pushed out Phase 2 (Kelly Park) by over a year, resulting in cost escalations. |
| 5. Additional consultant management | \$40,000 | Extends project management consultant support through construction of Phase 2. |
| 6. Additional staff time | \$40,000 | Covers additional staff time through the duration of the Kelly Park scope of work. |
| <i>Subtotal items 2-6</i> | <i>\$810,000</i> | |
| Total items 1-6 | \$1,050,000 | |

Staff also explored eliminating Phase 2 to reduce costs. Phase 2 of the Project includes solar photovoltaic carports and EV chargers at Kelly Park. This work has been designed, but requires additional funding to complete. To reduce the additional funding needs, City Council could alternatively direct staff to eliminate the scope of work under Phase 2 and appropriate the funds needed for Phase 1 only as shown in Table 1. Under this option, the Project’s solar energy generation would be lower, which would increase reliance on the grid and decrease overall building resiliency during emergencies. In addition, the investment tax credit

benefits would be reduced and the savings from NEM would be less favorable, as the entire project would shift from NEM 2.0 to NEM 3.0 (NEM 3.0 reduces the compensation for excess energy). The extra savings to the Project that Phase 2 is expected to provide are enough to exceed the costs of building Phase 2 between years 3 and 5 (in other words, Kelly Park pays for itself between years 3 and 5). Without Phase 2, the net benefit (after subtracting project costs) would be \$580,000 after 30 years.

Staff recommends that the City Council appropriate additional funds in the amount of \$1,050,000 to complete the Project, increasing the Project budget to cover the contingency needed for ENGIE's contract and for additional consultant and staff time.

Impact on City Resources

To ensure sufficient funds and complete the Project, staff is requesting an appropriation of \$1,050,000 from the unassigned fund balance of the general fund for the current fiscal year. There is sufficient unassigned balance for this appropriation.

Environmental Review

On Jan. 12, 2021, the City Council found the BHCC project categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines §15302 Replacement of Existing Facilities. The Project has substantially the same purpose and capacity as the existing facilities, and this exemption allows for reasonable increases in square footage to accommodate replacement facilities. On Jan. 21, 2021, staff filed a notice of exemption with the San Mateo County clerk.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – Jan. 11, 2022 Staff Report #22-008-CC:
menlopark.gov/files/sharedassets/public/v/4/agendas-and-minutes/city-council/2022-meetings/agendas/20220111-city-council-agenda-packet.pdf#page=114

Report prepared by:
Theresa Avedian, Senior Civil Engineer

Report reviewed by:
Azalea Mitch, Public Works Director



STAFF REPORT

City Council

Meeting Date: 11/19/2024

Staff Report Number: 24-200-CC

Consent Calendar: **Waive the second reading and adopt an ordinance amending Title 11 of the municipal code to revise sections related to stopping, parking and standing for vehicles**

Recommendation

Staff recommends the City Council waive the second reading of an ordinance (Attachment A) amending Title 11 of the existing municipal code related to stopping, parking and standing for vehicles.

Policy Issues

Changes to the City's Municipal Code are policy considerations that require City Council authorization. Menlo Park Municipal Code §8.28 establishes rules for the use of City parks and facilities and §11.24 specifies rules for parking on streets and roads and City-owned parking lots.

The proposed changes are consistent with the California Vehicle Code, including recent legislation, Assembly Bill 413 (AB 413), adopted in 2023 that prohibits parking within 20 feet of intersections and near crosswalks to improve visibility and pedestrian safety, and policies CIRC-7.2 Off-Street Parking and CIRC-7.4 Public Parking Management of the General Plan Circulation Element.

Background

The City Council voted to introduce an ordinance revising Title 11 of the Menlo Park Municipal Code (MPMC) at the Nov. 12 City Council meeting with modifications. Originally, the proposal presented addressed a number of regulations across multiple sections in Title 11 that included authorities for the establishment of appropriate signage, provisions to increase safety by restricting parking in areas at crosswalks that present a visibility hazard to vehicles, pedestrians and bicyclists, expanded language to cover parking enforcement authority for lots designated for City parks and facilities, revised enforcement language to clarify residential parking zones and overnight restrictions, and an added section to address enforcement of oversized vehicles in the City.

City Council modified the ordinance to eliminate sections 5, 6, and 7 of the proposed ordinance. Those sections focused on citywide overnight parking restrictions, infractions on vehicles left standing for 72 or more consecutive hours and a new section on oversized vehicle restrictions. The Council referred the remainder of the ordinance to second reading and directed the staff to return to the City Council with a separate ordinance including sections 5, 6 and 7 at a future City Council meeting in 2025.

An overview of the ordinance being considered for second reading follows:

1. Section 11.24.009 Restrictions established – signs designating:
 - The revision specifies that the City Council will establish parking restrictions, and the city manager

- will designate affected areas with appropriate signs.
 - The revisions provide language that allows the City Council to establish parking regulations at parking lots at publicly accessible park and recreational facilities as described by definitions in §8.28.020. This will allow the City Council more authority to control parking regulations in areas under the City’s control, closing gaps in existing regulatory language. No changes to existing parking regulations at City parks are proposed as part of these changes; the language added only clarifies that the City Council has the authority to establish regulations.
 - This includes the removal of subsection (d), simplifying regulations.
2. Sections 11.24.025 and 11.24.026 Designation of no parking zones:
- To comply with AB 413: Stopping, standing and parking, this change authorizes the public works director to designate no parking zones adjacent to driveways and specific areas near crosswalks and intersections.
 - These revisions will provide for enhanced safety for vehicular, bicycle, and pedestrian travel and reduce line-of-sight hazards throughout the City.

Analysis

On Nov. 12, the City Council waived the first reading and introduced the ordinance with edits. Once the second reading is approved by City Council, the changes to the MPMC as revised by this ordinance would become effective 30 days from its adoption. Because the implementation of the red curb zones or signs to restrict parking at all marked and unmarked crosswalk would be costly and resource intensive if installed all at once, staff will first install red curb markings or signs adjacent to marked crosswalks near schools, parks and downtown, and on high priority Vision Zero corridors. The effort will be phased and may take multiple years. Staff will also take the opportunity to address other locations as streets are resurfaced through the City’s annual paving program.

Impact on City Resources

The public works transportation sign and striping budget has sufficient funds to implement the required signs or red curb for the beginning phase. Future fiscal year operating transportation budgets will continue to include the funding needed for this effort to comply with the new regulations.

Environmental Review

The proposed action is exempt from environmental review because adoption of the proposed ordinance does not qualify as a project and will not result in a direct or reasonably foreseeable indirect physical change in the environment. (California Environmental Quality Act Guidelines, §§15060, subds. (c)(2), (c)(3), 15061, subd. (b)(3).)

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Ordinance

Staff Report #: 24-200-CC

Report prepared by:
Azalea Mitch, Director of Public Works

Report reviewed by:
Nicole H. Nagaya, Deputy City Manager

ORDINANCE NO. XXXX

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
AMENDING 11.24.009, 11.24.025, AND 11.24.026 OF CHAPTER 11.24
(STOPPING – STANDING – PARKING) OF TITLE 11 (VEHICLES AND
TRAFFIC) OF THE MENLO PARK MUNICIPAL CODE TO AMEND EXISTING
PARKING RESTRICTIONS AND PROHIBIT PARKING NEAR CROSSWALKS**

WHEREAS, the City of Menlo Park is a general law city; and

WHEREAS, pursuant to §7 of article XI of the California Constitution and the City's general police powers, the City is empowered and charged with responsibility for the health, safety and welfare of its citizens; and

WHEREAS, California Assembly Bill 413 amends Vehicle Code §22500 authorizing the City to prohibit parking within 20 feet of marked or unmarked crosswalks or 15 feet where a curb extension is present, on the vehicle approach side of the streets; and

WHEREAS, implementing parking restrictions at intersections or mid-block crosswalks improves drivers' sightlines of crosswalk users and reduce collision risks; and

WHEREAS, expanding the scope of parking regulations to include publicly accessible park and city facility lots promotes consistent enforcement and aligns with community safety goals such as the City's Vision Zero policy to eliminate all traffic fatalities and serious injuries by 2040.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENLO PARK DOES ORDAIN AS FOLLOWS:

Section 1.

The City Council of the City of Menlo Park does hereby find that the above referenced recitals are true and correct and material to the adoption of this ordinance.

Section 2.

Section 11.24.009 (Restrictions established—Signs designating) of the Menlo Park Municipal Code is hereby amended to read as follows (additions in underline, deletions in ~~striketrough~~):

- (a) The City Council shall, by ordinance or resolution, establish such parking or stopping, standing and parking restrictions or prohibitions as may be necessary, and the city manager or designee shall designate such streets, portions of streets or city-owned parking lots, including but not limited to parking lots at publicly accessible park and recreational facilities (as those terms are defined in Chapter 8.28.020), by appropriate signs or markings giving effect to such parking or stopping, standing and parking restrictions or prohibitions.
- ~~(d) The fine and bail forfeiture for each such separate violation of this section shall be two dollars.~~

Section 3.

Section 11.24.025 (Designation of no parking zones adjacent to driveways) of the Menlo Park Municipal Code is hereby amended to read as follows (additions in underline, deletions in ~~striketrough~~):

The ~~transportation manager~~ public works director or designee is authorized to designate a no parking zone and to paint the curbs red within six feet (6') of a driveway if the ~~transportation manager~~ public works director or designee determines that cars parked within such distances

are causing an obstruction of the driveway or are interfering with reasonable ingress and egress from the driveway.

Section 4.

Section 11.24.026 (Designation of no parking zones adjacent to driveways, intersections and crosswalks) of the Menlo Park Municipal Code is hereby amended to read as follows (additions in underline, deletions in ~~strikethrough~~):

~~The complete streets (transportation) commission is authorized to designate no parking zones adjacent to driveways, intersections, and crosswalks at up to five (5) spaces per location if the complete streets commission determines that parked vehicles are obstructing visibility, interfering with reasonable ingress and egress, or obstructing safe bike lane travel requiring striping adjustments, except where the location is within the area designated as the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan, which shall be limited to three (3) spaces per location.~~

(a) A person shall not stop, park or leave standing any vehicle, whether attended or unattended, within twenty (20) feet of the vehicle approach side of any marked or unmarked crosswalk or fifteen (15) feet of any crosswalk where a curb extension is present. The space may be used for bicycle parking. The space may be used as commercial loading zones if located in the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan and in the "Commercial" areas as designated in the General Plan. The public works director or designee is authorized to designate a no parking zone using signs or painting the curb red to conform to this regulation and may install traffic control materials to restrict access to this space to prevent violations of this regulation.

(b) The complete streets (transportation) commission is authorized to designate no parking zones adjacent to driveways, intersections, crosswalks, and other locations at up to five (5) spaces per location if the complete streets commission determines that parked vehicles are obstructing visibility, interfering with reasonable ingress and egress, or obstructing safe transit or bike lane travel requiring striping adjustments, except where the location is within the area designated as the "Downtown/Station Area" in the El Camino Real/Downtown Specific Plan, which shall be limited to three (3) spaces per location.

Section 5.

The City Council finds that this ordinance is exempt from the California Environmental Quality Act ("CEQA") because the ordinance does not qualify as a project and will not result in a direct or reasonably foreseeable indirect physical change in the environment. (CEQA Guidelines, §§15060, subds. (c)(2), (c)(3), 15061, subd. (b)(3).)

Section 6.

If any section, subsection, sentence, clause, phrase, or word of this ordinance is for any reason held to be unconstitutional, unlawful, or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 7.

This ordinance shall take effect thirty (30) days after passage by the City Council.

Section 8.

The city clerk is directed to publish this ordinance as required by State law.

//

//

INTRODUCED on the twelfth day of November, 2024.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the nineteenth day of November, 2024, by the following votes:

AYES:

NOES:

ABSENT:

RECUSED:

APPROVED:

Cecilia Taylor, Mayor

ATTEST:

Judi A. Herren, City Clerk



STAFF REPORT

City Council

Meeting Date:

11/19/2024

Staff Report Number:

24-203-CC

Regular Business:

Consider and adopt a resolution declaring downtown Parking Plazas 1, 2, and 3 as exempt surplus land and provide feedback and authorize staff to release a request for qualifications (RFQ) for affordable housing on Parking Plazas 1, 2, and 3 to implement Housing Element program H4.G

Recommendation

Staff recommends that the City Council:

1. Adopt a resolution (Attachment A) declaring Parking Plazas 1, 2, and 3 as exempt surplus land pursuant to Government Code §54221(f)(1)(A);
2. Provide feedback on the draft request for qualification (RFQ) (Attachment B) for affordable housing development on the three parking plazas; and
3. Authorize staff to release the RFQ.

Policy Issues

The potential redevelopment of City-owned downtown parking lots with affordable housing involves several related policy considerations:

1. Housing production and affordability: The General Plan Housing Element commits to meeting the City's assigned Regional Housing Needs Allocation (RHNA), with an emphasis on creating units affordable to households at the moderate and lower income levels. The downtown parking lots were identified in Housing Element program H4.G – Prioritize Affordable Housing on City-Owned Parking Lots Downtown as a significant opportunity to make progress toward these goals.
2. Equitable community development: Introducing affordable housing into the downtown area aligns with Housing Element goals to create mixed-income neighborhoods and provide housing opportunities for moderate and lower-income households in walkable high-resource areas near public transit.
3. Downtown vitality and parking: The existing public parking lots play a role in supporting downtown businesses and visitors. Any redevelopment should balance affordable housing needs and the creation of a new downtown residential base while maintaining an adequate supply of public parking to enhance economic vitality.
4. Regulatory compliance: The disposition of City-owned land must follow state laws, including the Surplus Land Act (SLA), which govern the disposition of public properties and prioritize affordable housing development. The SLA defines "disposition" to include both sales of public land and long-term leases of more than 15 years. Certain SLA exemptions are available when the parameters of a particular affordable housing development align with state goals for increasing construction of affordable housing.

Background

The City's 2023-2031 Housing Element includes eight City-owned downtown parking lots as potential sites for affordable housing development. The lots are identified as sites #9/9a, #10, and #14 through #19 in the

Housing Element, and are projected to provide capacity for at least 345 very low-income housing units and play a crucial role in meeting the City's RHNA obligations. The City owns all of the land for six of the parking plazas (1, 2, 3, 5, 7 and 8), and owns a majority of the land for Parking Plazas 4 and 6, with portions of such parcels being held privately. The Housing Element includes program H4.G, which outlines a process and timeline for prioritizing affordable housing development on these downtown parking lots. Key milestones in program H4.G include:

- Conducting a feasibility study (2023);
- Issuing a request for proposals (RFP) or similar solicitation process (2024);
- Completing development entitlements (2025); and
- Seeking to complete development of 345 or more affordable housing units (2027).

The program emphasizes adherence to the SLA procedures and prioritizes proposals that address difficult-to-achieve housing priorities, such as extremely low-income units or housing for people with special needs.

At the Aug. 27 City Council meeting, staff presented a feasibility study that evaluated the physical attributes, easements, potential land use issues, and zoning considerations for each of the eight City-owned parking lots. The Aug. 27 City Council staff report and feasibility study are included as Attachment C. The primary goal of the study was to identify which lots are most suitable for affordable housing development and provide recommendations to inform the decision regarding the City's next steps in the process. The City Council concurred that Parking Plazas 1, 2 and 3 are most suitable for development, and directed staff to prepare a RFQ for the disposition of Parking Plazas 1, 2, and 3 and pursue an appropriate SLA exemption related to an affordable housing project. The exemption allows the City to develop affordable housing at the very low-income level, so long as the affordable housing project adheres to the parameters of the particular SLA exemption. The City Council selected the three parking plazas primarily based on (i) their large area or regular shape for ease of development, (ii) a smaller number of easement and title report issues, and (iii) potential consistency with changes envisioned in the El Camino Real/Downtown Specific Plan (Specific Plan).

Housing Commission input

On Nov. 6, the Housing Commission received an update on the implementation of Housing Element program H4.G to develop affordable housing on Parking Plazas 1, 2, and 3 and provided the following input on the preparation of the RFQ:

- One Commissioner noted that the three parking lots continue to be vital to the success of downtown businesses, and are regularly used by downtown patrons based on his observations;
- Commissioners noted that walking, cycling, and transit should also be considered with regard to future resident and business parking needs given the downtown location of the lots and proximity to the Caltrain station;
- Some Commissioners suggested the City should consider asking developers to limit the number of parking spaces per household for future residents;
- Commissioners discussed the potential for underground parking and requested that it be considered if financially feasible and if any potential environmental effects could be mitigated;
- Commissioners had mixed views of the provision of ancillary ground floor uses, such as retail and personal services, but generally agreed that they should be permitted but not required if they would reduce the potential number of affordable units that could be constructed or present a financial challenge in developing a project; and
- The Commissioners expressed hope that the development of downtown housing would create additional foot traffic downtown and help revitalize the area.

Downtown business community meeting

On Nov. 14, City staff held a public informational meeting for the downtown business community to discuss plans for downtown, with a focus on the potential development of affordable housing on Parking Plazas 1, 2 and 3. Approximately 40 individuals representing downtown business owners, property owners, and interested residents attended the meeting and provided the following feedback:

- Convenient and ample downtown public parking is essential for businesses that draw customers from across the city and a wider area, and interruptions or reductions in parking could result in economic hardships and harm the recovery of downtown;
- Parking structures provided on-site or on nearby sites may be considered inconvenient by business patrons compared to surface lots, which could result in the loss of downtown visitors;
- A downtown parking analysis should consider future business growth to pre-pandemic levels and include a buffer of additional spaces when evaluating the amount of replacement parking to include as part of any future development;
- Any replacement public parking created for businesses should be considered separately and in addition to the parking needs for residents of any new housing development;
- Concerns were expressed that the project outcomes have already been determined and the ability of the community to influence any future changes to the parking plazas cannot be prevented or reversed;
- Attendees felt that the process was moving quickly without enough time to complete adequate engagement and gain a better understanding of the parameters of any future development;
- Requests were made for more robust community engagement, especially in terms of expanding the noticing radius for the project to all city residents and providing ample time to plan for attendance at future project-related events;
- Attendees questioned whether the housing needs could be met by planning for housing development on other sites outside of downtown;
- Attendees questioned the City's ownership and use of the downtown parking lots and how the land was acquired;
- Some questioned the City's need for compliance with Housing Element requirements set by the state and if there were legal alternatives or other processes that could modify the project; and
- Business owners asked that an RFQ include consideration of 1) sufficient customer parking located nearby that is easily accessible; 2) service lanes behind buildings wide enough to manage traffic flow and deliveries from large trucks; 3) employee parking; and 4) areas to handle garbage and recycling.

Based on the questions and input received, staff will develop a list of Frequently Asked Questions (FAQ) and information to share with the community, on the project webpage at menlopark.gov/downtownhousing, and identify additional ways to engage with the community throughout this process.

Parking utilization study

In September 2024, the Metropolitan Transportation Commission (MTC) and its consultant, AECOM, conducted preliminary parking utilization counts of the downtown parking plazas to understand current parking demand patterns and inform future parking needs. The counts were performed at 8 a.m., 9:30 a.m., 11 a.m., 1 p.m., 3:15 p.m., and 4:45 p.m. on the same day. Highlights from the weekday counts of the parking plazas are shown in Table 1 below.

| Table 1: Preliminary Parking Plaza weekday counts | | | |
|---|--------------------------------|------------------------------|---------------------------------|
| Metric | Parking Plaza 1 (249 spaces) | Parking Plaza 2 (95 spaces) | Parking Plaza 3 (212 spaces) |
| Peak occupancy | 199 spaces (80%) at 11:30 a.m. | 95 spaces (100%) at 1 p.m. | 212 spaces (100%) at 11:30 a.m. |
| Lowest occupancy | 74 spaces (30%) at 4:45 p.m. | 33 spaces (35%) at 4:45 p.m. | 102 spaces (48%) at 8 a.m. |

For the total 556 spaces, these utilization patterns suggest a need to provide a minimum of 506 public parking spaces to serve existing peak demand across the three sites. The data is considered preliminary and may be refined as part of the downtown parking management study that will continue into 2025. The preliminary parking utilization information may help inform future developer proposals for new development with respect to replacement public parking needs and potential creative strategies for parking management. Additional data may also be used to evaluate pre-pandemic parking utilization rates in anticipation of future growth potential with increased downtown business occupancy rates. The City has not enforced parking time limits downtown post-pandemic, and will continue to evaluate how recent and future changes in parking management may affect replacement parking needs.

Analysis

Exempt surplus land declaration

Before disposition of the three parking plazas can proceed, the City Council must declare the properties as either surplus land or exempt surplus land at a regular public meeting. A declaration of surplus land requires the City to comply with the state’s disposition process by issuing a notice of availability and entering into good faith negotiations with any party that expresses interest. The City then typically selects the respondent that provides the greatest number of affordable units, provided that the City determines that the developer can execute on the project.

Alternatively, compliance with an SLA exemption permits the City to proceed with an RFQ to solicit submittals from developers, and as long as any project adheres to the exemption criteria, the City may select the developer with the qualifications and concepts that best suit its desired goals. The City Council directed staff to pursue the exemption available under Government Code §54221(f)(1)(A), which applies when:

- At least 80% of the land area will be developed for residential uses, and
- At least 40% of the residential units developed on the land will be for households whose income is 60% of area median income (AMI) or less, with at least one-half of those units (20%) restricted to households whose income is 50% of AMI or less, and
- The affordability restrictions must be included in a recorded agreement that will apply for the longest feasible time, but no less than 30 years.

The 2024 AMI for a household of four in San Mateo County is \$186,600. Table 2 provides the state income limits for a four-person household in San Mateo County at lower income affordability levels for reference.

| Income category | Income Limit |
|-------------------------|---------------------|
| 30% AMI (extremely low) | \$58,750 |
| 50% AMI (very low) | \$97,900 |
| 80% AMI (low) | \$156,650 |

The proposed resolution applicable to the SLA exemption includes the specific exemption requirements. The California Department of Housing and Community Development (HCD) recommends that staff submit the draft resolution for review at least 30 days before disposition. Accordingly, in advance of the Nov. 19 City Council meeting, staff submitted the draft resolution to HCD for review. HCD staff provided minor comments, which have been incorporated in the draft resolution included in Attachment A.

Draft RFQ

The draft RFQ sets minimum requirements for project submittals, while encouraging developers to offer creative solutions to integrate affordable housing, replacement public parking and other complementary uses. The RFQ permits a developer to express interest in any or all three of the parking plazas, and includes the following minimum requirements:

- Creation of at least 345 units affordable to very low-income households (30% to 50% of AMI), in compliance with Housing Element program H4.G and meeting the SLA exemption requirements described above,
- Replacement of at least 506 of the total 556 public parking spaces lost to redevelopment of the three parking plazas, as described in the Parking Utilization Study section of this staff report (or replacement parking at the preliminary peak occupancy identified for each individual lot), or greater if feasible, for a 1:1 parking replacement, and
- Compliance with applicable development standards in the Specific Plan.

The draft RFQ also includes additional development objectives based on feedback from the City Council, including:

- Maximization of affordable units through available density bonus provisions, including the City’s affordable housing overlay (AHO) and state density bonus law,
- Demonstration of a proven record of community engagement in the development process, especially the local business community,
- Inclusion of additional extremely low-income units (15% to 30% of AMI),
- Diverse unit mix with emphasis on multi-bedroom units for families,
- Incorporation of sustainable design features, and
- Creation of public open spaces, where feasible.

The RFQ outlines selection criteria that emphasize the feasibility of a development concept, developer experience and capacity, financing strategy and capabilities, community engagement approach and property management experience.

Next steps

Pending City Council approval, staff anticipates releasing the RFQ in early December 2024. The RFQ format will allow the City to evaluate developer qualifications and experience, and the total number and quality of responses, before determining the next steps in the disposition process. Based on the RFQ

responses received, staff will return to City Council in winter 2025 with a summary of developer feedback and receive confirmation on the next steps in the disposition process.

Impact on City Resources

The implementation of this project will currently require staff time to prepare documents and manage the selection process, including the SLA exemption declaration and the RFQ; evaluate developer submissions; and conduct outreach and engagement. Subsequently, staff time will be required to negotiate documents with the selected developer. Additional consultant services may be needed for specialized aspects of the project, such as surveying work, parking analysis, project finance analysis and technical studies. More information on impacts to City resources will be provided as the process continues.

Environmental Review

The release of the RFQ and declaration of the property as exempt are not considered projects under the California Environmental Quality Act (CEQA). However, future development proposals that emerge from the disposition process may require environmental review. Future environmental review may be fully or partially covered by the Housing Element Update Subsequent Environmental Impact Report certified by the City Council Jan. 31, 2023 through Resolution No. 6808. The exact level of environmental review will be determined based on the specific nature and scope of proposed developments.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items listed herein, at least 72 hours prior to the meeting. Public notice was also provided through a mailed postcard sent to property owners and occupants of buildings in the downtown area (properties between Oak Grove Avenue and Menlo Avenue, and University Drive and El Camino Real) and through City social media.

Attachments

- A. Draft resolution declaring Parking Plazas 1, 2, and 3 exempt surplus lands and authorizing related actions
- B. Draft RFQ for affordable housing on Parking Plazas 1, 2 and 3
- C. Hyperlink – Aug. 27 Staff Report #24-151-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240827/e1-20240827-cc-downtown-parking-lot-review.pdf

Report prepared by:
Tom Smith, Principal Planner

Report reviewed by:
Lisa Maxwell, Assistant City Attorney
Deanna Chow, Community Development Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DECLARING CITY-OWNED PARKING PLAZAS 1, 2, AND 3 LOCATED NORTH
OF SANTA CRUZ AVENUE IN THE DOWNTOWN AREA TO BE EXEMPT
SURPLUS LANDS PURSUANT TO GOVERNMENT CODE §54221(f)(1)(A) AND
AUTHORIZING THE CITY STAFF TO TAKE RELATED ACTIONS**

WHEREAS, the City of Menlo Park ("City") owns three Parking Plazas: Parking Plaza 1 (Lot between El Camino Real and Chestnut on west side of Santa Cruz), Parking Plaza 2 (Lot off Oak Grove), and Parking Plaza 3 (Lot between University and Crane on west side of Santa Cruz), as depicted on Exhibit A attached hereto; and

WHEREAS, the City's 2023-2031 Housing Element includes Parking Plazas 1, 2, and 3 as potential sites for affordable housing development to meet the City's Regional Housing Needs Allocation (RHNA) obligations, and includes program H4.G, which outlines a process and timeline for prioritizing affordable housing development on these downtown parking lots; and

WHEREAS, for purposes of Government Code §54221(f), Parking Plazas 1, 2, and 3 are not: (i) within a coastal zone; (ii) adjacent to a historical unit of the State Park Systems; (iii) listed on, or determined by the State Office of Historic Preservation to be eligible for, the National Register of Historic Places; or (iv) within the Lake Tahoe region as defined by Government Code §66905.5; and

WHEREAS, at the Aug. 27, 2024 City Council meeting (staff report attached hereto as Exhibit B), the City Council authorized staff, in consultation with the city manager and legal counsel, to (i) prepare a resolution declaring Parking Plazas 1, 2, and 3 as "Exempt Surplus Land" pursuant to Government Code §54221(f)(1)(A) for constructing 100% affordable housing with at least 345 units at the very low-income level and replacement public parking, and (ii) issue a request for qualifications (RFQ) seeking interest from the development community to gauge market support and generate creative concepts to provide 100% affordable housing on the selected parking lots; and

WHEREAS, pursuant Government Code §54221(b)(1) of the Surplus Land Act (Government Code §§54220-54234), the City Council must declare the property to be "surplus land" or "exempt surplus land" before the City Council takes action to dispose of the site; and

WHEREAS, Government Code §54221(f)(1)(A) defines "exempt surplus land" to include surplus land that is transferred pursuant to Government Code §37364; and

WHEREAS, Government Code §37364 authorizes a City to sell, lease, exchange, quitclaim, convey, or otherwise dispose of real property to provide housing affordable to persons and families of low or moderate income provided that the following conditions are met:

- (a) Not less than 80% of the area of the parcel will be used for the development of housing; and
- (b) Not less than 40% of the total number of those housing units developed on the parcel shall be affordable to households whose incomes are equal to, or less than, 75% of the maximum income of lower income households, and at least half of which shall be affordable to very low-income households; and
- (c) Dwelling units produced for persons and families of low or moderate income under Government Code §37364 shall be restricted by regulatory agreement to remain continually affordable to those persons and families for the longest feasible time, but not less than 30

years, with such regulatory agreement recorded in the Office of the County Recorder in which the housing development is located; and

WHEREAS, pursuant to the Surplus Land Act, the City Council must take formal action in a regular public meeting to declare that the site is exempt surplus land, as supported by written findings; and

WHEREAS, pursuant to the Surplus Land Act Guidelines issued by the California Department of Housing and Community Development ("HCD"), any determination by a local agency that its surplus lands are exempt from the Surplus Land Act must be provided to HCD for its review at least 30 days prior to disposition.

NOW, THEREFORE, THE MENLO PARK CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct and are a substantive part of this Resolution.

Section 2. The City Council hereby declares pursuant to Government Code §§54221(b) and 54221(f)(1)(A) that Parking Plazas 1, 2 and 3 are exempt surplus land because the City intends to dispose of each property pursuant to Government Code §37364 for the development of a 100% affordable housing project(s) on Parking Plazas 1, 2 and 3, which shall each comply with the requirements of Government Code §37364. This exemption declaration, as it applies to each parking plaza individually, is contingent upon the development of each of Parking Plazas 1, 2 and 3 in accordance with the requirements of Government Code §37364, provided that if all or any of the parking plazas are not developed in accordance with Government Code §37364, then any such parking plaza not so developed shall not be considered exempt surplus land pursuant to Government Code §54221(b) and 54221(f)(1)(A).

Section 3. Staff of the City are hereby authorized and directed to submit a copy of this Resolution to HCD in accordance with the Surplus Land Act Guidelines.

Section 4. The city manager is hereby authorized, jointly and severally, to take any other such actions as deemed necessary or proper to effectuate the purposes of this resolution, and all actions previously taken are hereby ratified.

Section 5. The City Council hereby finds that the actions are not subject to the California Environmental Quality Act ("CEQA") because they are activities that are excluded from the definition of a project by §21065 of the Public Resources Code and §15378(b) of the State CEQA Guidelines. Subject to the contingency described above, this action declares the property exempt surplus land and directs staff to effectuate the purpose of this Resolution. This is an administrative activity of government which will not result in direct or indirect physical changes to the environment. No commitment to any project is being made at this time. CEQA review requirements must be completed before any commitment to a project occurs and appropriate environmental review pursuant to CEQA will be completed at such time.

Section 6. Effective date. This resolution shall take effect immediately upon adoption.

Section 7. The City Clerk shall certify the adoption of this resolution.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the nineteenth day of November, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

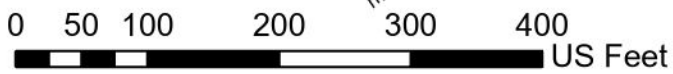
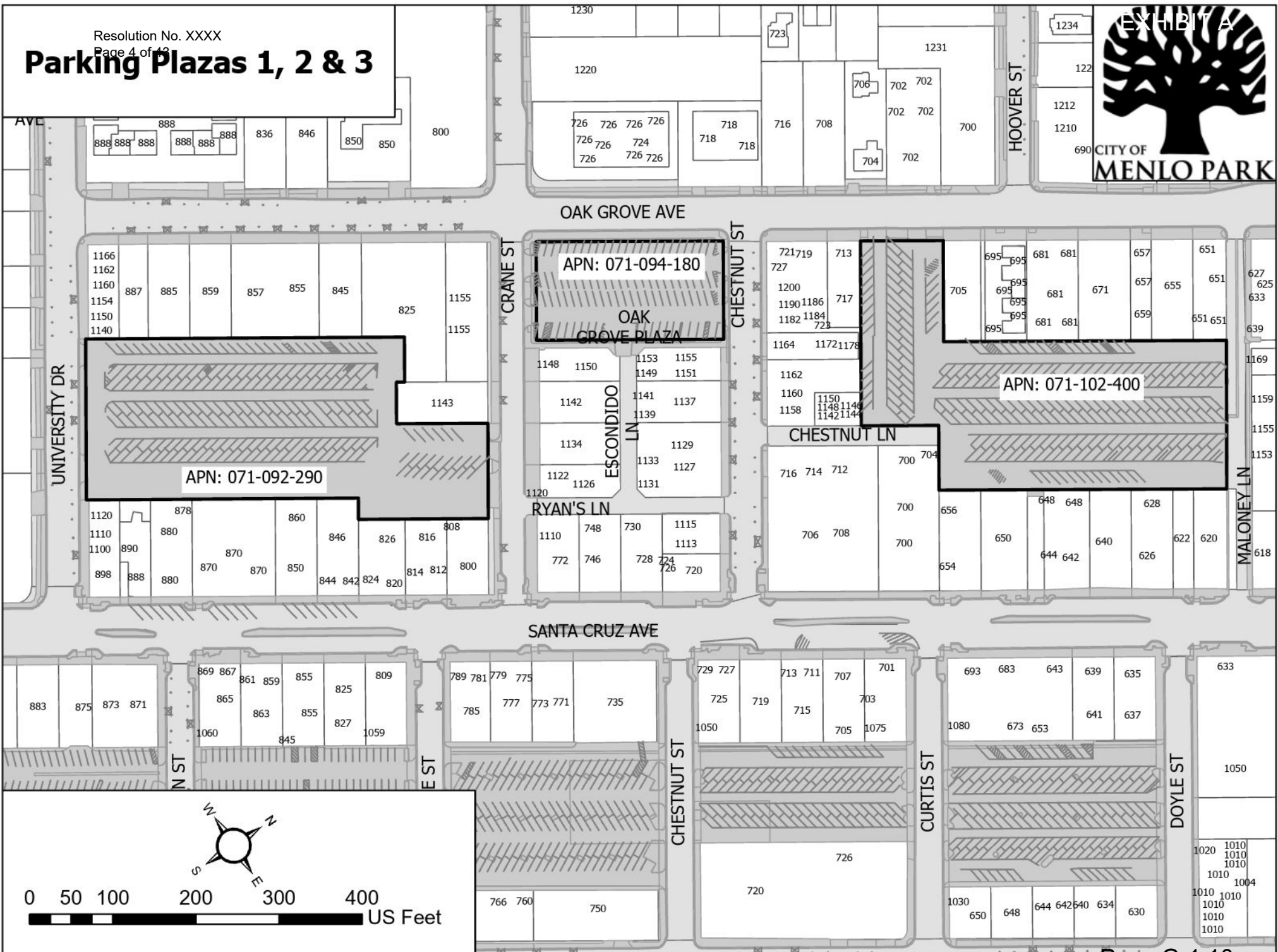
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of November 2024.

Judi A. Herren, City Clerk

Exhibits:

- A. Draft description of Parking Plazas 1, 2, and 3
- B. Aug. 27, 2024 Staff Report #24-151-CC

Resolution No. XXXX
Page 4 of 13
Parking Plazas 1, 2 & 3





STAFF REPORT

City Council

Meeting Date:

8/27/2024

Staff Report Number:

24-151-CC

Study Session:

Review and provide feedback on the affordable housing on City-Owned Downtown Parking Lots Feasibility Study and guidance on the next steps to implement Housing Element program H4.G

Recommendation

Staff recommends that the City Council review and discuss the affordable housing on City-Owned Downtown Parking Lots Feasibility Study (Attachment A); provide feedback on the staff recommendation to prioritize Parking Plazas 1, 2, and 3 for affordable housing redevelopment; and give direction regarding the staff recommendation to pursue a Surplus Land Act (SLA) exemption to streamline disposition process while maintaining City control over future development parameters, and solicit developer interest beginning with a request for information (RFI).

Policy Issues

The potential redevelopment of City-owned downtown parking lots with affordable housing involves several related policy considerations that the City Council should consider:

1. Housing production and affordability: The General Plan Housing Element commits to meeting the City's assigned Regional Housing Needs Allocation (RHNA), with an emphasis on creating units affordable to households at the moderate and lower income levels. The downtown parking lots were identified in Housing Element program H4.G – Prioritize Affordable Housing on City-Owned Parking Lots Downtown as a significant opportunity to make progress toward these goals.
2. Equitable community development: Introducing affordable housing into the downtown area aligns with Housing Element goals to create mixed-income neighborhoods and provide housing opportunities for moderate and lower-income households in walkable high-resource areas near public transit.
3. Downtown vitality and parking: The existing public parking lots play a role in supporting downtown businesses and visitors. Any redevelopment should balance affordable housing needs and the creation of a new downtown residential base while maintaining an adequate supply of public parking to enhance economic vitality.
4. Regulatory compliance: The City must follow state laws, including the SLA, which govern the disposition of public lands and prioritize affordable housing development.

Background

The City's 2023-2031 Housing Element includes eight City-owned downtown parking lots as potential sites for affordable housing development. The lots are identified as sites #9/9a, #10, and #14 through #19 in the Housing Element, and are projected to provide capacity for at least 345 very low-income housing units and play a crucial role in meeting the City's RHNA obligations. The City owns all of the land for six of the parking plazas (1, 2, 3, 5, 7 and 8), and owns a majority of the land for Parking Plazas 4 and 6, with portions under private ownership. The Housing Element includes program H4.G, which outlines a process and timeline for prioritizing affordable housing development on these downtown parking lots.

Key milestones in program H4.G include:

- Conducting a feasibility study (2023)
- Issuing a request for proposals (RFP) or similar solicitation process (2024)
- Completing development entitlements (2025)
- Seeking to complete development of 345 or more affordable housing units (2027)

The program emphasizes adherence to state SLA procedures and prioritizes proposals that address difficult-to-achieve housing priorities, such as extremely low-income units or housing for people with special needs.

Initial research for the feasibility study began in late 2022 with the evaluation of the history and ownership of the parking lots. During 2023, City staff primarily focused on coordination with the California Department of Housing and Community Development (HCD) to receive Housing Element certification, and completion of zoning changes required by the Housing Element before statutory deadlines. Staff also continued to research details regarding the easements and other information provided in the parking lots title reports. Staff has evaluated this information and prepared a feasibility study for review by the City Council to consider declaring certain parking lots as surplus land. Staff will continue to seek any future efficiencies that could maintain an aggressive schedule for the project, as outlined in the Housing Element.

To initiate implementation of program H4.G, staff developed a comprehensive feasibility study to evaluate the physical attributes, easements, potential land use issues, and zoning considerations for each of the eight City-owned parking lots. The primary goal of the study was to identify which lots are most suitable for affordable housing development and provide recommendations to inform the City's next steps in the process.

Analysis

Feasibility study recommendations

The Affordable Housing on City-Owned Downtown Parking Lots Feasibility Study, included as Attachment A, provides an evaluation of each parking lot, considering factors such as lot size, shape, access, existing constraints, and alignment with the El Camino Real/Downtown Specific Plan (Specific Plan) recommendations. The analysis also takes into account the potential loss of existing public parking on the surface lots and explores options for replacement parking as part of any redevelopment effort. A map of the parking plazas is shown on Page 3 of Attachment A, with Parking Plazas 1, 2, and 3 located north of Santa Cruz Avenue, and Parking Plazas 4 through 8 located south of Santa Cruz Avenue.

Key findings and recommendations from the feasibility study include:

- The parking lots with the highest redevelopment potential are Parking Plazas 1, 2 and 3. These three lots, all located north of Santa Cruz Avenue, offer the best combination of size, access and minimal constraints (such as easements, utilities and potential title complications) for affordable housing development.
- The three recommended lots could accommodate approximately 483 units at the Specific Plan bonus level of development, and potentially more under the City's Affordable Housing Overlay (AHO) or state density bonus law. This total would exceed the 345-unit goal in Housing Element program H4.G, providing flexibility in meeting or surpassing the City's affordable housing targets at varying income levels.
- The study recommends a phased approach to development, focusing primarily on Parking Plazas 1, 2 and 3. This strategy would permit time for businesses and visitors to adapt to new parking locations and

circulation patterns in the downtown area. It would also preserve options for future affordable housing development on the remaining lots south of Santa Cruz Avenue. For a future phase, Parking Plazas 8 and then 5 (in order of greatest opportunity) have the highest feasibility for affordable housing because they do not have mixed ownership issues, leases with other parties, and/or other complicating factors that are more characteristic of Parking Plazas 4, 6 and 7.

- To balance affordable housing goals with downtown parking needs, the study recommends incorporating public parking in parking structures as part of redevelopment projects or constructing stand-alone parking structures. The exact number of spaces to be maintained should be determined based on current utilization data and projected future needs, potentially informed by a parking management study that was recently initiated. The cost of a structured parking space is based on variables unique to an individual parking structure, but in the Bay Area estimates from 2012 to 2022 have ranged from \$30,000 to over \$50,000 per space, and may potentially be higher in current dollar values.
- The feasibility study draws insights from conceptual proposals created by UC Berkeley students as part of a 2023 design studio and outlines several common elements that could shape future housing or mixed-use development on the downtown parking lot sites:
 - Phased development over several years;
 - A focus on affordable housing with some consideration of market-rate housing units;
 - Diverse unit types to serve different household compositions;
 - Focus on specific populations, such as a large families, seniors and veterans;
 - Provision of ancillary non-residential uses, especially at the ground level facing a street;
 - Incorporation of resident and public amenities;
 - Creation of public open spaces and pedestrian-friendly connections;
 - Improvements to downtown bicycle facilities and bicycle parking for enhanced safety and convenience;
 - Use of structured parking to replace lost surface spaces;
 - Utilization of density bonuses and streamlined approval processes;
 - Leveraging of multiple funding sources to address development costs; and
 - Partnerships with experienced affordable housing developers and community service providers.

Disposition process

The next step to implement Housing Element program H4.G is to solicit interest from qualified developers for the selected downtown parking lots. Because the lots are City-owned land, they are subject to the SLA, a state law that governs the disposition of surplus public property with a focus on prioritizing affordable housing. The SLA defines “disposition” to include both sales of public land and long-term leases of more than 15 years. Before the sale or lease of any City-owned parking lots, the City Council must find that the parking lots are no longer necessary for the City’s use and declare the parking lots as “surplus land” or “exempt surplus land” at a public meeting. Depending on the City Council’s declaration, two disposition paths are possible as described below.

Declaration of surplus land

A declaration of surplus land would mean that the City confirms that selected parking lots are not necessary for the City’s use and wishes to proceed with the state’s defined path for disposition under the SLA. Surplus land disposition is subject to the following steps:

1. Declaration of surplus land: The City Council must declare the downtown parking lots as surplus land at a regular public meeting.
2. Notice of availability (NOA): Before any solicitation of developer interest, the City must send a written NOA to HCD, local public agencies in whose jurisdiction the surplus land is located, and housing

sponsors who have notified HCD of their interest in surplus land. The City must allow 60 days for responses to the NOA.

3. Good faith negotiations: If any entity expresses interest within the 60-day period, the City must engage in good faith negotiations for at least 90 days. The City may negotiate with multiple interested parties concurrently.
4. Prioritization: Priority must be given to entities that agree to use the site for affordable housing that provides the greatest number of affordable units, or in the case of a tie in the number of units, the lowest average affordability. At a minimum, an entity must propose at least 25% of the units affordable to lower income households.
5. Disposition: After completing the NOA process and good faith negotiations, the City can proceed to work with a developer to construct housing on a selected lot. However, if good faith negotiations do not result in the selection of an entity to construct housing on a City-owned lot, a broader solicitation process can occur. If the NOA process ends without an agreement, the City must still record an affordability covenant against the surplus land stating that if 10 or more residential units are developed on the property, 15% or more of the units must be rented or sold as affordable housing.

Declaration of exempt surplus land

The state provides exemptions to the SLA that allow jurisdictions with surplus land to use alternate disposition processes. A declaration of exempt surplus land by the City Council, with written findings of support, would mean the City intends to use the land for affordable housing according to the state's exemption criteria. The exemption and findings would need to be sent to HCD for approval. Two exemptions that may be applicable for affordable housing on the City-owned downtown parking lots are described as exemptions A and B below.

- A. The first exemption potentially relevant to the downtown parking lots applies if the following criteria are satisfied:
 - At least 80% of the land area will be developed for residential uses, and
 - At least 40% of the residential units developed on the land will be for households whose income is 60% of area median income (AMI) or less, with at least one-half of those units (20%) restricted to households whose income is 50% of AMI or less, and
 - The affordability restrictions must be included in a recorded agreement that will apply for the longest feasible time, but no less than 30 years.
- B. The second exemption potentially relevant to the downtown parking lots applies if the following criteria are satisfied:
 - The land is put out for open competitive bid with notice to all agencies on HCD's interest list, and either:
 - The land will be developed as housing, which could include ancillary commercial ground floor uses, where 100% of the units are affordable, with at least 75% of the units restricted to households whose income is 80% of AMI or less and the remainder restricted to households whose income is 120% of AMI or less, or
 - The land will be developed as a mixed-use development that is larger than 1 acre in size, will include at least 300 units, and will restrict at least 25% of the units for occupancy by households making 80% of AMI or less.

If the downtown parking lots are declared surplus land, or if they are declared exempt surplus land using exemption B above, the SLA provides a specific NOA or open competitive bid process that must be used. To provide more City control over the parameters of any future development on the parking lots, staff recommends pursuing exemption A, which would allow the City multiple options to solicit interest from developers, each with its own benefits and considerations. Table 1 highlights the potential advantages and

disadvantages of different methods, listed from least intensive to most intensive, with respect to exemption A.

| Table 1: Developer solicitation methods comparison | | | |
|--|--|---|--|
| Method | Description | Advantages | Disadvantages |
| Request for Information (RFI) | Invites developers in the early stages of a project to express interest in a project/site and provide insight into the market. | <ul style="list-style-type: none"> • Can be a quick way to gauge market interest and capacity • Low barrier to entry for developers <ul style="list-style-type: none"> • Non-binding, low commitment level | <ul style="list-style-type: none"> • Requires additional steps before having a ready-to-implement project <ul style="list-style-type: none"> • May result in limited information from developers without significant detail |
| Request for Qualifications (RFQ) | Asks developers to provide qualifications to construct a project based on preliminary specifications. | <ul style="list-style-type: none"> • Focuses on developer expertise and track record <ul style="list-style-type: none"> • Acts as a helpful screening tool to identify qualified and capable entities • Can be used to short-list candidates for a more streamlined RFP process | <ul style="list-style-type: none"> • Requires additional steps before having a ready-to-implement project • May not result in information about specific project details or costs |
| Request for Proposals (RFP) | Solicits detailed proposals from developers, including project plans, timelines and costs. | <ul style="list-style-type: none"> • Provides detailed project information • Allows for comparison of specific proposals • Can result in a ready-to-implement plan | <ul style="list-style-type: none"> • More time-consuming for City and developers to prepare and review • May limit creative projects and solutions if too prescriptive <ul style="list-style-type: none"> • Can be challenging for smaller developers to compete |

It is not uncommon for projects to use a multi-step approach beginning with an RFI or RFQ. The outcomes of the RFI or RFQ process can then be used to tailor a specific RFP process that results in selection of a developer and project to be constructed. For the downtown parking lots, staff recommends beginning with an RFI to gauge market interest and capacity to provide affordable housing and some replacement parking as part of any development, along with other potential creative solutions for the City Council to consider.

Next steps

The Housing Element projects that the City-owned downtown parking lots could provide capacity for at least 345 very low-income housing units, which are important for meeting the City’s RHNA obligations through 2031. The feasibility study recommends that the City focus on constructing 100% affordable housing at the very low-income level with 345 or more units on Parking Plazas 1, 2 and 3. Moving forward with the intent to redevelop Parking Plazas 1, 2, and 3 would also allow the City to proceed with maintenance and resurfacing of Parking Plazas 7 (next to Trader Joe’s) and 8 (next to Walgreens), which are included in the City’s five-year capital improvement plan (CIP).

Considering the disposition options available for the City-owned parking lots, staff recommends that the City Council make a declaration of exempt surplus land using exemption A. This action would provide the most control over the type of development that could occur on the sites, and allow the City to seek development of units affordable at the very low-income level with replacement public parking. Other disposition options

have required selection processes that could result in the development of fewer affordable units and/or without replacement public parking. After making the declaration of exempt surplus land with findings, the City could initiate a multi-step process beginning with an RFI to gauge market interest and capacity at this early stage in the process. The results of the RFI could inform an RFQ and/or RFP, ultimately leading to the selection of a qualified developer to construct the affordable housing.

As previously stated, an alternative path of using a state-designated disposition process provides more certainty regarding the required steps, but also presents potential risks. For instance, under the NOA process, the City may be required to negotiate over proposals that provide as little as 25% affordable housing, thus providing less than the 345 affordable housing targeted in Housing Element program H4.G. Proposals through the NOA process could also lack desired components like replacement parking for existing spaces lost through redevelopment.

Unless feedback from the City Council indicates another approach would be desirable, staff proposes the following next steps:

- Return to the City Council with a focus on the disposition of Parking Plazas 1, 2 and 3, declaring that the land is exempt surplus land. The pertinent exemption criteria would be that at least 80% of the land area will be developed for residential uses, and at least 40% of the residential units developed on the land will be for households whose income is 60% of area median income (AMI) or less, with at least one-half of those units (20% of total units) restricted to households whose income is 50% of AMI or less. The exemption would be met based on the very low-income (30 to 50% of AMI) affordability target for the 345 or more units to be developed on the sites. A draft RFI would also be prepared and presented to City Council for guidance as part of this step.
- Issue an RFI seeking information from the development community to gauge market support and creative ideas to provide 100% affordable housing on the selected parking lots along with some amount of replacement public parking for downtown employees and visitors.
- Based on the RFI response, return to City Council with a summary of developer feedback and receive confirmation on the next steps in the disposition process.

Following the Aug. 27 study session, staff will consider all feedback received from the public and guidance received from City Council, and begin preparing the disposition resolution and associated documents for the selected City-owned parking lots, with the goal of returning to City Council in the fall for formal action.

Impact on City Resources

The feasibility study was completed using existing staff resources. As the project moves forward, staff resources would be needed to manage the developer solicitation process, including preparation and review of RFI/RFQ/RFP documents and coordination with community stakeholders. Additional consultant services may also be needed for specialized aspects of the project, such as financial analyses and technical studies. More information about financial impacts will be provided as the disposition process continues and specific development proposals are considered.

Environmental Review

The feasibility study and the recommended developer solicitation process are not considered projects under the California Environmental Quality Act (CEQA), and therefore do not require environmental review at this stage. However, any future development proposals that emerge from the process would be subject to appropriate environmental review as required by CEQA, and may also be wholly or partially covered by the Subsequent Environmental Impact Report (SEIR) prepared for the Housing Element Update project and

certified by the City Council Jan. 31, 2023 through Resolution No. 6808. The level of environmental review will be determined based on the specific nature and scope of any proposed developments.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notice was also provided through a mailed postcard sent to property owners and occupants of buildings in the downtown area (properties between Oak Grove Avenue and Menlo Avenue, and University Drive and El Camino Real) and through City social media.

Attachments

A. Affordable Housing on City-Owned Downtown Parking Lots Feasibility Study

Report prepared by:
Tom Smith, Principal Planner

Report reviewed by:
Mary Wagner, Assistant City Attorney
Deanna Chow, Community Development Director



AFFORDABLE HOUSING ON CITY-OWNED DOWNTOWN PARKING LOTS FEASIBILITY STUDY DRAFT

CITY OF MENLO PARK, CALIFORNIA

August 2024

Table of Contents

| | |
|---|----|
| Introduction and Scope of Study..... | 1 |
| City-owned parking lots overview..... | 1 |
| Background..... | 3 |
| Financing and development of the downtown parking lots..... | 3 |
| Previous studies and plans | 3 |
| Parking..... | 4 |
| Public space improvements..... | 5 |
| Mixed use development, affordable housing, and downtown vitality | 65 |
| Physical Attributes, Easements, and Potential Land Use Issues for Parking Lots..... | 7 |
| Parking Plaza 1 | 8 |
| Parking Plaza 2 | 10 |
| Parking Plaza 3 | 12 |
| Parking Plaza 4 | 14 |
| Parking Plaza 5 | 16 |
| Parking Plaza 6 | 18 |
| Parking Plaza 7 | 20 |
| Parking Plaza 8 | 22 |
| Zoning | 24 |
| Surplus Land Act Considerations..... | 26 |
| Recommendations | 27 |
| Parking plazas with highest redevelopment potential | 27 |
| Replacement of existing surface parking | 28 |
| Potential redevelopment outcomes | 29 |

List of Abbreviations

| | |
|-------|--|
| AB | Assembly Bill |
| AHO | Affordable Housing Overlay |
| AHSC | Affordable Housing Sustainable Community |
| AMI | area median income |
| APN | assessor's parcel number |
| CC&Rs | covenants, conditions and restrictions |
| CIP | capital improvements plan |
| EV | electric vehicle |
| HCD | California Department of Housing and Community Development |
| HUD | U.S. Department of Housing and Urban Development |
| LIHTC | Low Income Housing Tax Credits |
| MHP | Multifamily Housing Program |
| MTC | Metropolitan Transportation Commission |
| RFP | request for proposals |
| RHNA | Regional Housing Needs Allocation |
| SB | Senate Bill |
| SLA | Surplus Land Act |

Introduction and Scope of Study

The City of Menlo Park’s certified 2023-2031 Housing Element includes a site inventory and goals, policies, and programs to help the City meet its RHNA of 2,946 new dwelling units and affirmatively further fair housing throughout the city, especially in City Council Districts 2 through 5. Among the 69 opportunity sites included in the Housing Element are eight City-owned parking lots located in downtown Menlo Park. The downtown parking lots are projected to provide capacity for at least 345 units affordable to households at the very low-income¹ level. The Housing Element includes program H4.G (Prioritize Affordable Housing on City-Owned Parking Lots Downtown), which prioritizes the use of the City-owned parking lots for affordable housing development by 2027. Program H4.G also specifies that the City will adhere to procedures consistent with the SLA to provide affordable housing developers a first right of refusal (AB 1486).

Housing Element program H4.G includes a timeline for development of the City-owned parking lots. Program milestones are shown in Table 1.

| Year | Action |
|-------------|--|
| 2023 | Solicit proposals and conduct a feasibility analysis to assess which parking lots are most suitable for residential development. |
| 2024 | Issue request for proposals (RFP) for affordable housing on some or all of the parking lot sites, including information on City land write-down incentives. |
| 2025 | Complete development entitlements. |
| 2027 | Seek to complete development of 345 or more affordable housing units on a combination of parking lot sites consistent with the Housing Element site inventory. |

The Housing Element also specifies that the City will prioritize any development proposals on the downtown parking lots that address difficult-to-achieve housing priorities including:

- A greater number of extremely low-, very low-, low-, and moderate-income units, and/or
- A percentage of units preferential for people with special needs who will benefit from coordinated on-site services, such as services for people living with disabilities, including developmental disabilities.

The focus of this study is to evaluate the physical attributes, easements, potential land use issues, and consistency with the 2012 El Camino Real/Downtown Specific Plan (Specific Plan) for the eight downtown parking lots and identify those most suitable for affordable housing development. Conceptual architectural designs, building layouts, and economic analyses are not included in this study. These considerations may be addressed through the RFP process (or a similar information/acquisition process selected by the City Council) that allows industry professionals to determine feasibility of development on the selected parking lots.

City-owned parking lots overview

The eight downtown parking lots included in the Housing Element site inventory are listed in Table 2. Although each parking lot is assigned an estimated number of units in the site inventory

¹ In terms of a jurisdiction’s RHNA, the very low-income category represents households making zero to 50 percent of the area median income (AMI). The 2024 median income for San Mateo County, as determined by HUD, HCD, and the County of San Mateo, is \$186,600 based on a household of four.

to meet state housing element requirements, program H4.G would allow affordable housing development on any combination of the parking lots that could support 345 or more units and meet all zoning regulations and associated requirements.

Table 2: Downtown Parking Lots in Housing Element Site Inventory

| Parking Plaza Number | Location Description/Site Inventory Number | RHNA Allocation (Very-Low Income Units) |
|----------------------|---|---|
| Parking Plaza 1 | Lot between El Camino Real and Chestnut on west side of Santa Cruz (Site #14) | 86 |
| Parking Plaza 2 | Lot off Oak Grove (Site #19) | 21 |
| Parking Plaza 3 | Lot between University and Crane on west side of Santa Cruz (Site #15) | 75 |
| Parking Plaza 4 | Lot next to Draeger's (Site #18) | 23 |
| Parking Plaza 5 | Lot between Evelyn and Crane (Site #16) | 38 |
| Parking Plaza 6 | Lot next to Wells Fargo, between Crane and Chestnut (Site #10) | 38 |
| Parking Plaza 7 | Lot next to Trader Joe's, between Chestnut and Curtis (Site #9/9a) | 26 |
| Parking Plaza 8 | Lot between Curtis and Doyle (Site #17) | 38 |

The parking lots are located throughout the downtown area, providing a variety of opportunities for distributed affordable housing development in a high resource area of the community. The Site Inventory and Analysis chapter of the Housing Element (Chapter 7) notes that a feasibility study may be necessary to consider parking easements owned by neighboring businesses, as well as potential utility easements. There are various development possibilities for the City-owned downtown parking lots, including:

- Reserving one or more lots for redevelopment with a parking structure, and using the remaining parking lots for development of affordable housing as part of a 100 percent residential or mixed use development;
- Providing affordable housing and structured public parking on the same lot for one or more of the largest parking plazas;
- Retaining some lots for surface parking and using others for affordable housing (potentially with complementary mixed uses); and/or
- Developing portions of City-owned lots with affordable housing (potentially mixed use) and leaving surface parking on the remainder of the lots.

Background

This report references directions using the same geographic conventions as the Specific Plan and considers Santa Cruz Avenue as having an east-west orientation. Figure 1 shows the locations of the downtown parking lots, with parking plazas north of Santa Cruz Avenue numbered 1 through 3 (north to south), and parking plazas south of Santa Cruz Avenue numbered 4 through 8 (south to north).

Figure 1. Downtown Parking Lots²



Financing and development of the downtown parking lots

Between 1945 and 1964, the City formed assessment districts and issued bonds to finance the acquisition of land and construction of the downtown parking lots. The assessment district bonds were fully paid off in the 1980s, the assesseses are no longer paying assessment installations, and the assessed properties have received the long-term benefit of the financed improvements.

Previous studies and plans

A design charrette was conducted in 2005 to envision desired urban design concepts for downtown Menlo Park and the area of El Camino Real adjacent to downtown. Suggested elements deemed important for the downtown included:

² The City's 2023 "Streetaries" outdoor dining program and associated bicycle and pedestrian improvements modified the availability of on-street parking along portions of Santa Cruz Avenue, which may not be accurately reflected in this map.

- Developing community gathering spaces and enhancing pedestrian movements;
- Pursuing mixed-use development with more residential opportunities;
- Incorporating art/sculpture/water features; and
- Enhancing the effectiveness of public parking, while improving lighting and visibility to provide a safe and inviting environment.

Many of these elements were also discussed in the 2012 Specific Plan³ and later studies, as described in the topic areas below.

Parking

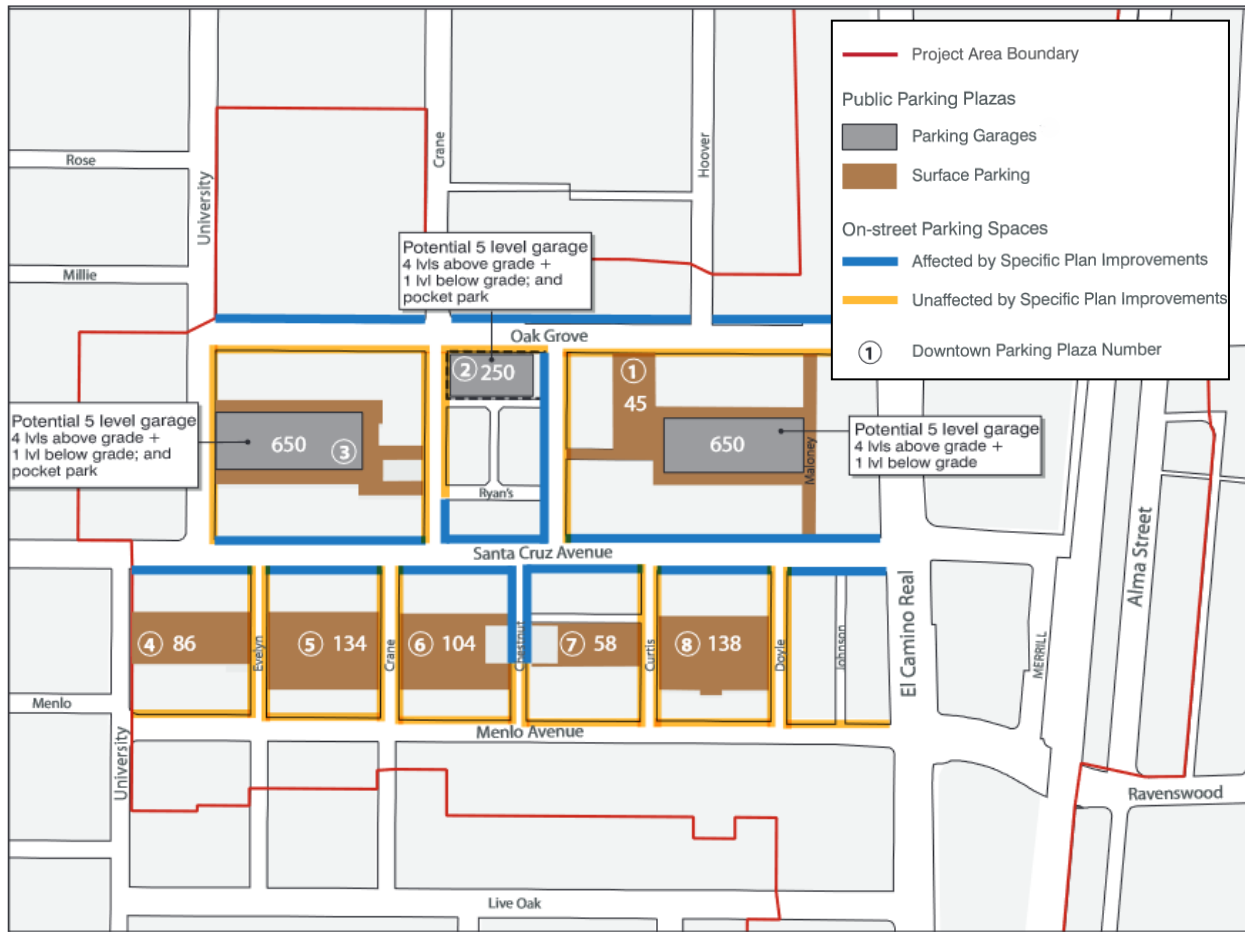
The Specific Plan advised the construction of up to two new parking structures on a combination of Parking Plazas 1, 2, and 3, and the relocation of parking spaces for public space improvements. For Parking Plaza 1, the Specific Plan proposed a five-level garage (one level below-grade and four above) with 650 publicly accessible spaces. For Parking Plaza 2, the Specific Plan allowed for a five-level garage (one level below-grade and four above) with 250 publicly accessible spaces. For Parking Plaza 3, the Specific Plan proposed a five-level garage (one level below-grade and four above) with 650 publicly accessible spaces. The Specific Plan provided flexibility on which two of the three potential garages to build in the future. Figure 2 depicts the future parking supply in downtown Menlo Park, as proposed in the Specific Plan.

The cost of a structured parking space is based on variables unique to an individual parking structure, but in the Bay Area estimates from 2012 to 2022 have ranged from \$30,000 to over \$50,000 per space, and may potentially be higher in current dollar values.⁴

³ The [Specific Plan](#), including amendments since its 2012 adoption, is available on the City's website.

⁴ Estimated cost range is based on a 2012 [Parking Structure Technical Report: Challenges, Opportunities, and Best Practices](#) report prepared for the Metropolitan Transportation Commission, and a 2023 [Comprehensive Parking Supply, Cost and Pricing Analysis](#) document by the Victoria Transport Policy Institute.

Figure 2. Specific Plan Proposed Downtown Parking Supply

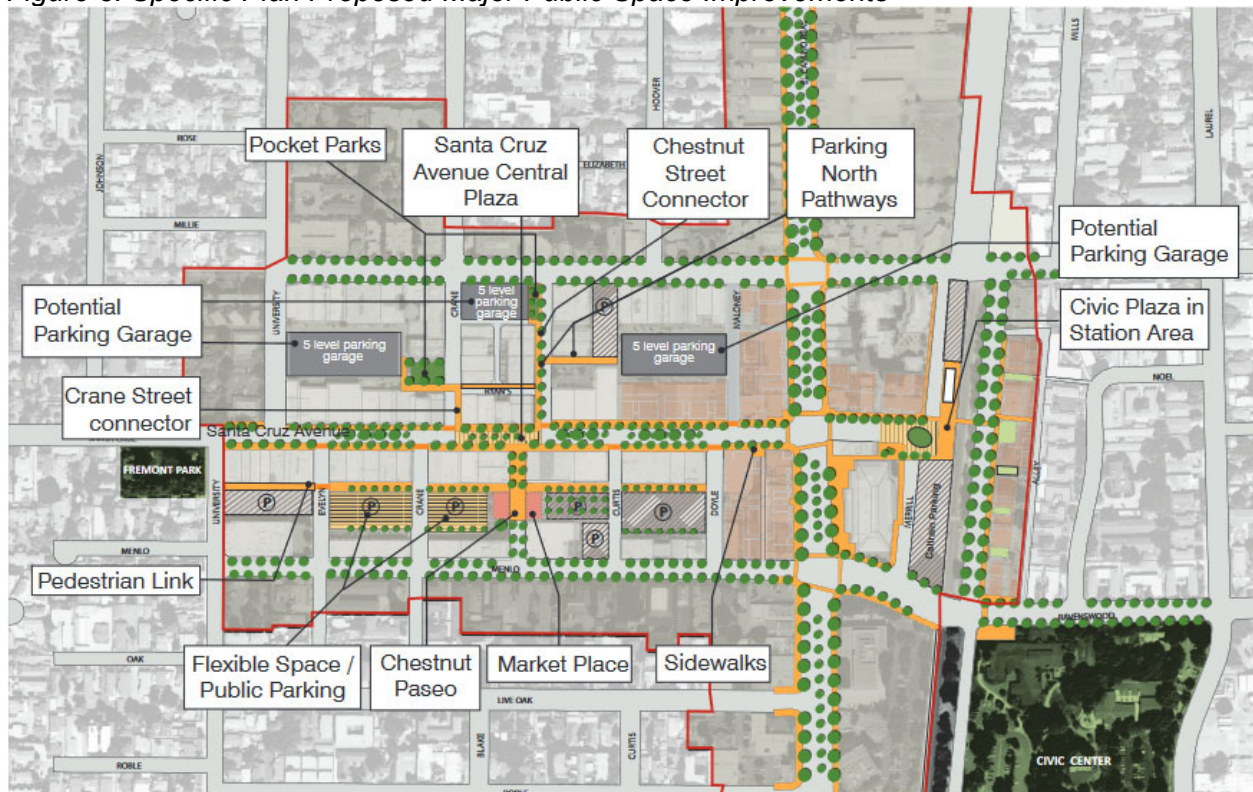


Public space improvements

The Specific Plan also included recommendations for major public space improvements, many in relation to the City-owned parking plazas, as shown in Figure 3. The recommended improvements included:

- A pocket park in a small area of Parking Plaza 2 adjacent to Chestnut Street, east of the potential parking structure;
- A pocket parking on a section of Parking Plaza 3 adjacent to Crane Street, east of the potential parking structure;
- A pedestrian link along the northern edge of Parking Plazas 4 through 8, connecting the rear of Santa Cruz Avenue businesses adjacent to the parking lots;
- Flexible space/public parking on Parking Plazas 5 and 6, serving as space for periodic events, festivals, and large public gatherings but otherwise available as public parking; and
- A market place on the edges of Parking Plazas 6 and 7 adjacent to Chestnut Street, to complement surrounding shops and provide permanent or temporary structures/stalls/tents for vendors and merchants.

Figure 3. Specific Plan Proposed Major Public Space Improvements



Mixed use development, affordable housing, and downtown vitality

Certain aspects of the Specific Plan were echoed in a 2022 Menlo Park Downtown Market Study⁵ developed by HdL ECONSolutions, which recommended considering the development of parking structures on City-owned/operated parking plazas in combination with mixed-use projects of affordable housing and retail at the street level.

During preparation of the Housing Element Update in 2023, the University of California Berkeley approached the City about studying potential affordable housing developments on the City-owned parking plazas as part of a multidisciplinary graduate level studio. In May 2023, three teams of students presented development scenarios⁶ for the downtown parking lots with varying densities, architectural designs, funding sources, timelines, and a mix of affordable and market-rate housing units. While this effort was independent from the City's Housing Element Update, the students' findings and reports provided examples of potential development patterns, constraints, and opportunities that may exist in the implementation of Housing Element program H4.G.

⁵ The 2022 [Menlo Park Downtown Market Study](#) is available on the City's website.

⁶ The three student-created development scenarios are [The Menlo Collaborative](#), [Menlo Crossing](#), and [The New Medium at Menlo](#).

Physical Attributes, Easements, and Potential Land Use Issues for Parking Lots

This section provides a detailed analysis of each of the eight City-owned downtown parking lots under consideration for affordable housing development. For each parking plaza, the analysis examines its physical characteristics, location, and relationship to surrounding properties. The section also reviews any easements, title issues, or potential land use constraints known at this time that could affect future development.⁷ The information presented is based on site visits; review of maps, property records, and title reports; and analysis of existing plans and studies.

⁷ Information regarding the locations of California Water Service water lines and underground Pacific Gas and Electric lines is not currently available and is not shown on maps in this study. However, City staff will continue coordination with outside agencies and/or consultants to determine exact locations of infrastructure and map them for future phases of the project.

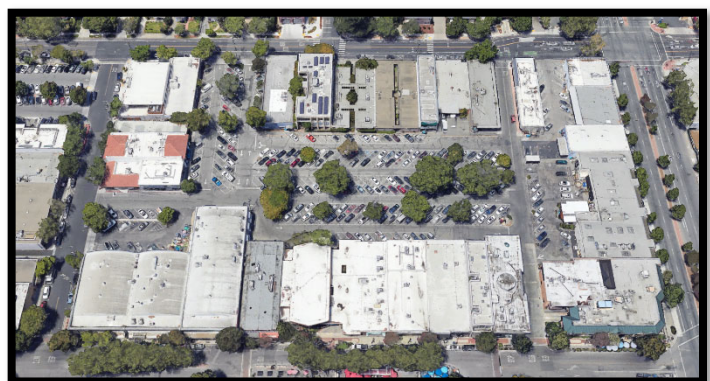
Parking Plaza 1

Map



General description

Parking Plaza 1 is in the northeastern quadrant of downtown Menlo Park, near the intersection of Oak Grove Avenue and El Camino Real. It is generally surrounded by buildings that front onto the adjacent streets and maintain back-of-house functions (garbage, utilities, private parking and circulation, etc.) next to the parking lot. The parking plaza is an irregularly shaped lot with driveways off Oak Grove Avenue to the north, Maloney Lane (which connects Oak Grove Avenue and Santa Cruz Avenue) to the east, and Chestnut Lane (which intersects with Chestnut Street) to the west. The lot includes City-owned pedestrian access paths from the parking plaza to Oak Grove Avenue between the buildings at 695 and 705 Oak Grove Avenue, and to Santa Cruz Avenue between the buildings at 642 and 650 Santa Cruz Avenue. Privately-owned pedestrian access paths between Oak Grove Avenue and the parking plaza are located



on the 671 Oak Grove Avenue and 681 Oak Grove Avenue parcels. A privately-owned pedestrian access path is also provided between Chestnut Street and the parking plaza on the 1164 Chestnut Street property. The lot features a small spur to the east that connects private parking lots behind the buildings at 1161, 1179, and 1189 El Camino Real to Maloney Lane. There are separate vehicular entrance and exit driveways off Maloney Lane that connect to a private parking lot for the businesses from 1137 to 1159 El Camino Real. Additionally, the post office at 655 Oak Grove Avenue includes an area of private parking and a loading zone for trucks at the rear, directly adjacent to the parking plaza. Parking Plaza 1 is the largest of the parking plazas with a total area of 2.28 acres, although the area is inclusive of Maloney Lane and the public pedestrian connections.

Site details

| Table 3: Parking Plaza 1 Site Characteristics | |
|---|---|
| Characteristic type | Detail |
| Parcel size | 2.28 acres (includes Maloney Lane ⁸ and 2 pedestrian passages) |
| Existing parking spaces | 249 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 86 very low-income units |
| Land ownership | City-owned |
| Number of parcels | 1 |
| Specific Plan recommendation(s) | Potential parking structure (650 spaces) |
| Utilities | Overhead lines along interior of lot (eastern side); underground utilities unknown at this time |
| Resurfacing/maintenance | Resurfaced 10+ years ago (exact date unavailable) |
| Trees | 19 heritage; 25 total |
| Public business entrances on plaza | 3 primary; 11 secondary (side/rear) entrances |
| Pedestrian connections | 5 pedestrian passageways to surrounding streets |

Easements and potential land use issues

Title report research on Parking Plaza 1 (Assessor’s parcel number (APN): 071-102-400) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

- Two utility easements, originating at Santa Cruz Avenue and running north along Maloney Lane approximately two-thirds of the way to Oak Grove Avenue
- CC&Rs requiring 16 parking spaces on the adjacent property at 610 Santa Cruz Avenue for the benefit of the City parking plaza
- Several waivers of claims for damages related to highway construction, dated 1939 (potentially removable from title)

⁸ Maloney Lane has an area of approximately .22 acres. Rights-of-way are typically deducted from total lot area to calculate the maximum density, gross floor area, and other development regulations for a site.

Parking Plaza 2

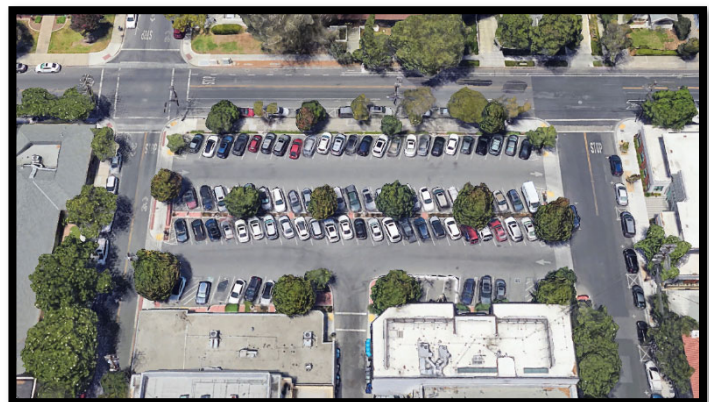
Map



Note: The blue dashed line indicates the approximate location of a 1968 plan line for the widening of Crane Street.

General description

Parking Plaza 2 is located at the northern edge of downtown and bounded by Oak Grove Avenue to the north, Chestnut Street to the east, buildings and an intersection with Escondido Lane to the south, and Crane Street to the west. It is a rectangular lot with driveways off Chestnut Street, Escondido Lane, and Crane Street. Although it is the smallest of the eight parking plazas with a total area of 0.56 acres, it has a regular shape and features strong accessibility with frontages on three streets and sidewalks on all four sides. The lot also includes four parking spaces with public EV chargers. One adjacent building has an entrance facing the lot, but none of the adjacent buildings back up to the parking lot or maintain back-of-house functions facing



the lot. As a result, there would likely be fewer conflicts between existing buildings and potential development on this site.

Site details

| Table 4: Parking Plaza 2 Site Characteristics | |
|---|--|
| Characteristic type | Detail |
| Parcel size | 0.56 acres |
| Existing parking spaces | 95 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 21 very low-income units |
| Land ownership | City-owned |
| Number of parcels | 1 |
| Specific Plan recommendation(s) | Potential parking structure (250 spaces) and pocket park |
| Utilities | No overhead lines crossing lot; underground utilities unknown at this time |
| Resurfacing/maintenance | Resurfaced 10+ years ago (2012) |
| Trees | 0 heritage; 8 total |
| Public business entrances on plaza | 0 primary; 1 secondary (side/rear) entrances |
| Pedestrian connections | Sidewalks bordering site |

Easements and potential land use issues

Title report research on Parking Plaza 2 (APN: 071-094-180) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

- City Council resolution from 1968 establishing plan lines for the widening of Crane Street by five feet on each side (must be followed or abandoned)

Parking Plaza 3

Map



General description

Parking Plaza 3 is in the northwestern quadrant of downtown, near the intersection of Oak Grove Avenue and University Drive. It is an irregularly shaped lot bounded by the rear of buildings that generally front onto Oak Grove Avenue to the north, Crane Street to the east, the rear of buildings that typically front onto Santa Cruz Avenue to the south, and University Drive to the west. Although the buildings that enclose the lot to the north and south typically feature businesses with primary entrances off Santa Cruz and Oak Grove Avenues, a few businesses have primary entrances facing the parking plaza, and a number of businesses have secondary entrances onto the parking plaza. Certain buildings also have private parking spaces at the rear directly off the parking plaza, including properties at 842, 860, 880, and 888 Santa Cruz Avenue. Most



businesses also have typical back-of-house functions located adjacent to the parking plaza. Vehicular access is provided by driveways off Crane Street and University Drive. The parking plaza is served by three privately-owned pedestrian connections from the parking plaza to Oak Grove Avenue through the properties at 825, 859, and 885 Oak Grove Avenue. Parking Plaza 3 is the second largest City-owned parking lot with 1.99 acres.

Site details

| Table 5: Parking Plaza 3 Site Characteristics | |
|---|---|
| Characteristic type | Detail |
| Parcel size | 1.99 acres |
| Existing parking spaces | 212 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 75 very low-income units |
| Land ownership | City-owned |
| Number of parcels | 1 |
| Specific Plan recommendation(s) | Potential parking structure (650 spaces) and pocket park |
| Utilities | Overhead lines along interior of lot (eastern side); underground utilities unknown at this time |
| Resurfacing/maintenance | Resurfaced 10+ years ago (exact date unavailable) |
| Trees | 8 heritage; 23 total |
| Public business entrances on plaza | 5 primary; 12 secondary (side/rear) entrances |
| Pedestrian connections | 3 pedestrian passageways to surrounding streets |

Easements and potential land use issues

Title report research on Parking Plaza 3 (APN: 071-092-290) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

- No significant exceptions or constraints noted.

Parking Plaza 4

Map



Note: Area(s) bounded by a dashed red line indicate portions of the parking plaza under private ownership.

General description

Parking Plaza 4 is in the southwestern quadrant of downtown, bounded by the rear of buildings fronting onto Santa Cruz Avenue to the north, Evelyn Street to the east, Draeger's Market and a vacant lot to the south, and University Drive to the west. The buildings that surround the lot to the north and south have a mix of primary business entrances and substantial side/rear entrances facing the parking plaza. As with many of the parking plazas, adjacent businesses typically have back-of-house functions, such as garbage collection (typically in smaller Recology bins), directly next to the parking plaza. Vehicular access is provided from driveways off Evelyn Street and University Drive; however the one-way entrance drive off University Drive and approximately half an aisle of parking spaces directly adjacent to Draeger's Market are on the privately-owned



Draeger’s parcel. The City has also allowed Draeger’s to use portions of the City-owned parcel for loading activities associated with business operations, as needed. As a result, although the parking plaza appears and functions as a rectangular parking lot, it has mixed ownership and the City-owned portion of the lot is an irregular shape. Parking Plaza 4 is the second-smallest City-owned parking lot downtown with an area of 0.62 acres.

Site details

| Table 6: Parking Plaza 4 Site Characteristics | |
|---|--|
| Characteristic type | Detail |
| Parcel size | 0.62 acres |
| Existing parking spaces | 105 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 23 very low-income units |
| Land ownership | Portions owned by City and Draeger’s Markets |
| Number of parcels | 2 (1 City-owned parcel, portion of Draeger’s parcel) |
| Specific Plan recommendation(s) | Pedestrian link from plazas 4 through 8 |
| Utilities | Overhead lines along interior of lot (central) |
| Resurfacing/maintenance | Resurfaced 20+ years ago |
| Trees | 6 heritage; 14 total |
| Public business entrances on plaza | 2 primary; 8 secondary (side/rear) entrances |
| Pedestrian connections | Sidewalks bordering plaza entrances |

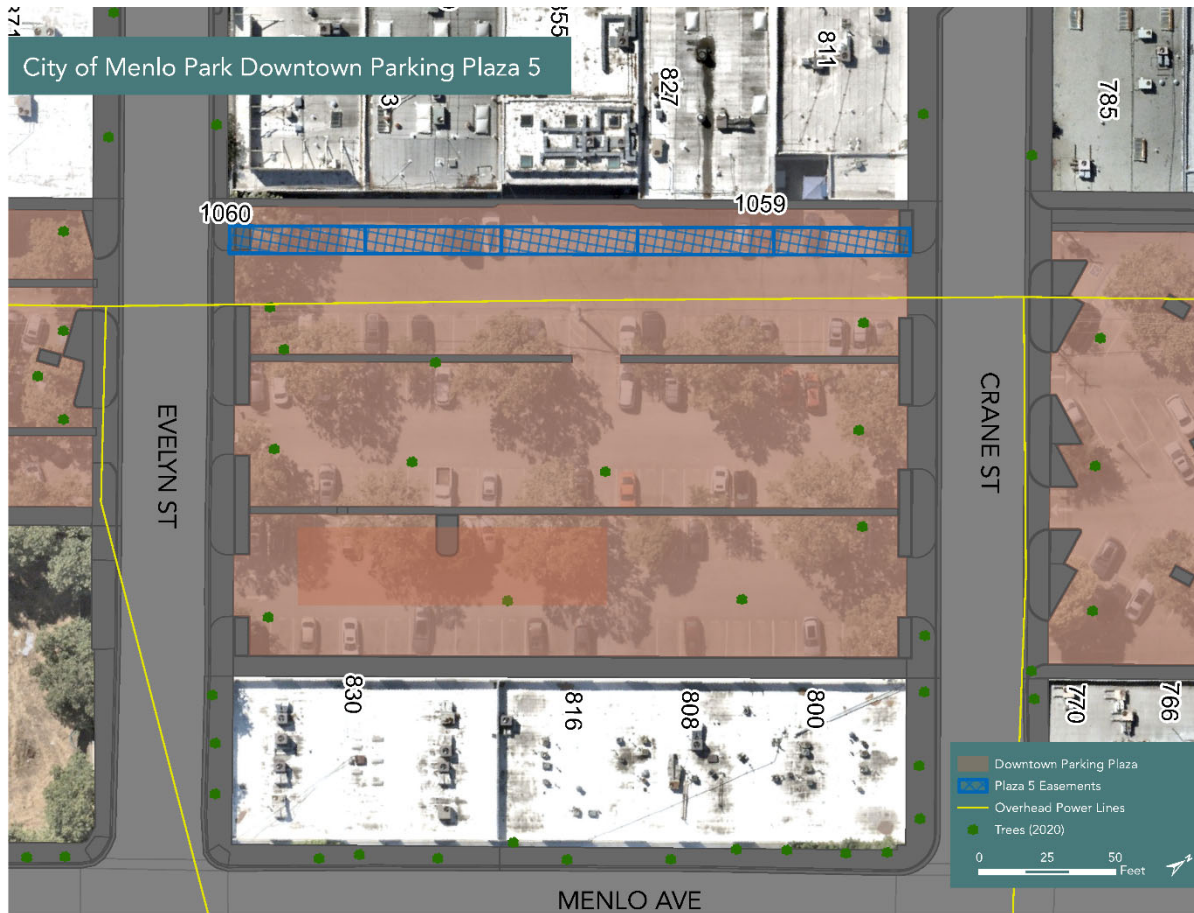
Easements and potential land use issues

Title report research on the City-owned parcel of Parking Plaza 4 (APN: 071-273-160) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

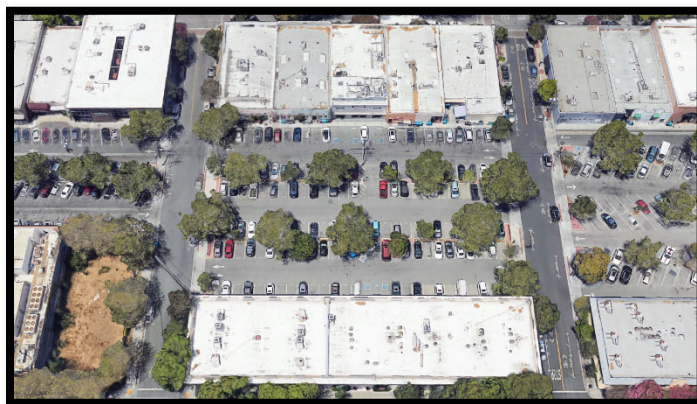
- Public utility easement (10 feet wide) near the northern edge of site, running east to west approximately halfway across the lot

Parking Plaza 5

Map



General description



Parking Plaza 5 is in the southeastern quadrant of downtown, bounded by the rear of buildings fronting onto Santa Cruz Avenue to the north, Crane Street to the east, buildings fronting onto Menlo Avenue to the south, and Evelyn Street to the west. The majority of buildings that surround the lot to the north have limited or no public entrances off the parking plaza and include a number of restaurants that face Santa Cruz Avenue. As a result, back-of-house functions along the northern side of the parking plaza are

more intense, with dumpsters, storage areas, and utilities directly next to the parking plaza. Vehicular access is provided from driveways off Evelyn Street and Crane Street. Parking Plaza 5 has an area of one acre.

Site details

| Table 7: Parking Plaza 5 Site Characteristics | |
|---|--|
| Characteristic type | Detail |
| Parcel size | 1 acre |
| Existing parking spaces | 150 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 38 very low-income units |
| Land ownership | City-owned |
| Number of parcels | 1 |
| Specific Plan recommendation(s) | Pedestrian link; flex space/public parking |
| Utilities | Overhead lines along interior of lot (central) |
| Resurfacing/maintenance | Resurfaced 15+ years ago |
| Trees | 8 heritage; 16 total |
| Public business entrances on plaza | 1 primary; 6 secondary (side/rear) entrances |
| Pedestrian connections | Sidewalks bordering plaza entrances |

Easements and potential land use issues

Title report research on Parking Plaza 5 (APN: 071-281-160) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

- Public utility easements (10 feet wide) spanning northern edge of site, allowing removal of foliage/trees and right of ingress
- Old agreements of sale between previous owners from 1935 to 1943 (likely satisfied and removable)

Parking Plaza 6

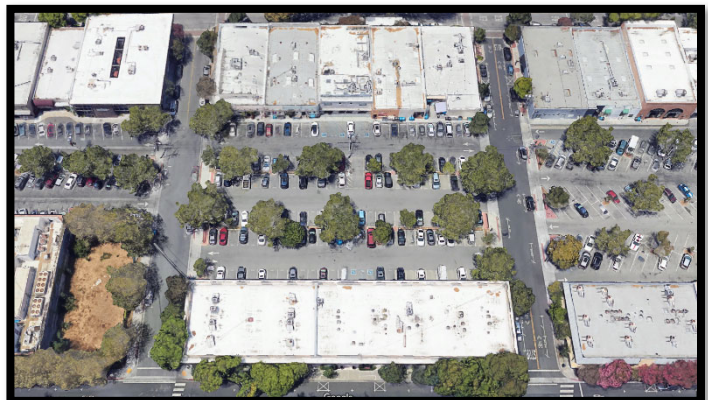
Map



Note: Area(s) bounded by a dashed red line indicate portions of the parking plaza under private ownership.

General description

Parking Plaza 6 is in a central location on the southern side of downtown, bounded by the rear of buildings fronting onto Santa Cruz Avenue to the north, Chestnut Street to the east, buildings fronting onto Menlo Avenue to the south, and Crane Street to the west. The lot is the location of a weekly farmers market held on Sunday mornings. Some buildings that surround the lot to the north and south have side/rear entrances facing the parking plaza. Adjacent businesses typically have back-of-house functions, such as garbage collection (typically in smaller Recology bins), directly next to the parking plaza. The commercial building that borders the parking plaza to the south at 750 Menlo Avenue has a partially below-grade parking level that exits onto the parking plaza. Vehicular access to public parking in the plaza is provided from multiple driveways off



Chestnut Street and Crane Street; however two one-way entrance and exit driveways off Chestnut Street and a portion of parking spaces in the plaza are privately-owned. Although the parking plaza appears and functions as a single, rectangular parking lot, it has mixed ownership. The City-owned portion of the lot is an irregular shape. Parking Plaza 6 has an area of 0.76 acres.

Site details

| Table 8: Parking Plaza 6 Site Characteristics | |
|---|--|
| Characteristic type | Detail |
| Parcel size | 0.76 acres |
| Existing parking spaces | 136 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 38 very low-income units |
| Land ownership | Portion owned by City and Wells Fargo |
| Number of parcels | 2 |
| Specific Plan recommendation(s) | Pedestrian link; flex space/public parking; market place |
| Utilities | Overhead lines along interior of lot (central) |
| Resurfacing/maintenance | Resurfaced 25+ years ago |
| Trees | 10 heritage; 21 total |
| Public business entrances on plaza | 0 primary; 7 secondary (side/rear) entrances |
| Pedestrian connections | Sidewalks bordering plaza entrances |

Easements and potential land use issues

Title report research on the City-owned parcel of Parking Plaza 6 (APN: 071-283-140) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

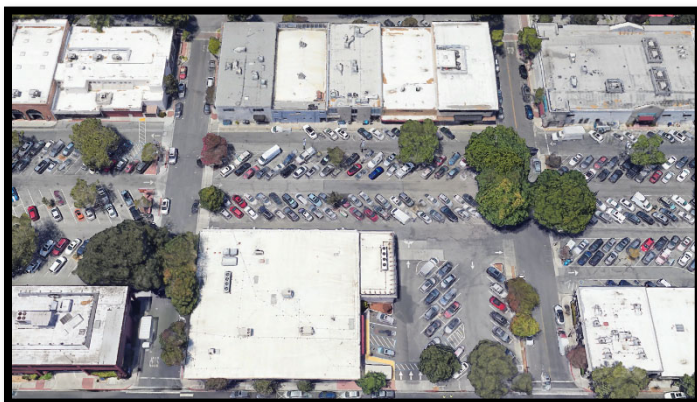
- Public utility easements (10 feet wide) spanning northern portion of site, allowing removal of foliage/trees and right of ingress

Parking Plaza 7

Map



General description



Parking Plaza 7 is in a central location on the southern side of downtown, bounded by the rear of buildings fronting onto Santa Cruz Avenue to the north, Curtis Street to the east, Trader Joe's grocery store and an associated private parking lot to the south, and Chestnut Street to the west. Some buildings that surround the lot to the north have side/rear entrances facing the parking plaza. Adjacent businesses to the north and south have some back-of-house functions, such as garbage collection (Recology bins and

dumpsters) and storage areas, directly next to the parking plaza. Vehicles can access the parking lot by driveways off Curtis Street and Chestnut Street, although the private parking lot associated with Trader Joe's is connected to the parking plaza and allows free circulation

between the City-owned and privately-owned parking lots. The City owns all of Parking Plaza 7 and it functions as one parking lot, but it is split between two parcels, with the driveway off Chestnut Street nearest to Trader Joe’s and approximately one-sixth of the total parking spaces on the lot located in a separate parcel from the remainder of the parking plaza. Parking Plaza 7 has a total area of 0.69 acres (including both City-owned parcels). The resurfacing of this parking lot is also a funded CIP project.

| Table 9: Parking Plaza 7 Site Characteristics | |
|---|--|
| Characteristic type | Detail |
| Parcel size | 0.69 acres |
| Existing parking spaces | 94 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 26 very low-income units |
| Land ownership | City-owned |
| Number of parcels | 2 |
| Specific Plan recommendation(s) | Pedestrian link; market place |
| Utilities | Overhead lines along interior of lot (central); part of underground utility district and eligible for Rule 20 funds to underground lines |
| Resurfacing/maintenance | Resurfaced 30+ years ago; in current CIP |
| Trees | 6 heritage; 11 total |
| Public business entrances on plaza | 0 primary; 6 secondary (side/rear) entrances |
| Pedestrian connections | Sidewalks bordering plaza entrances |

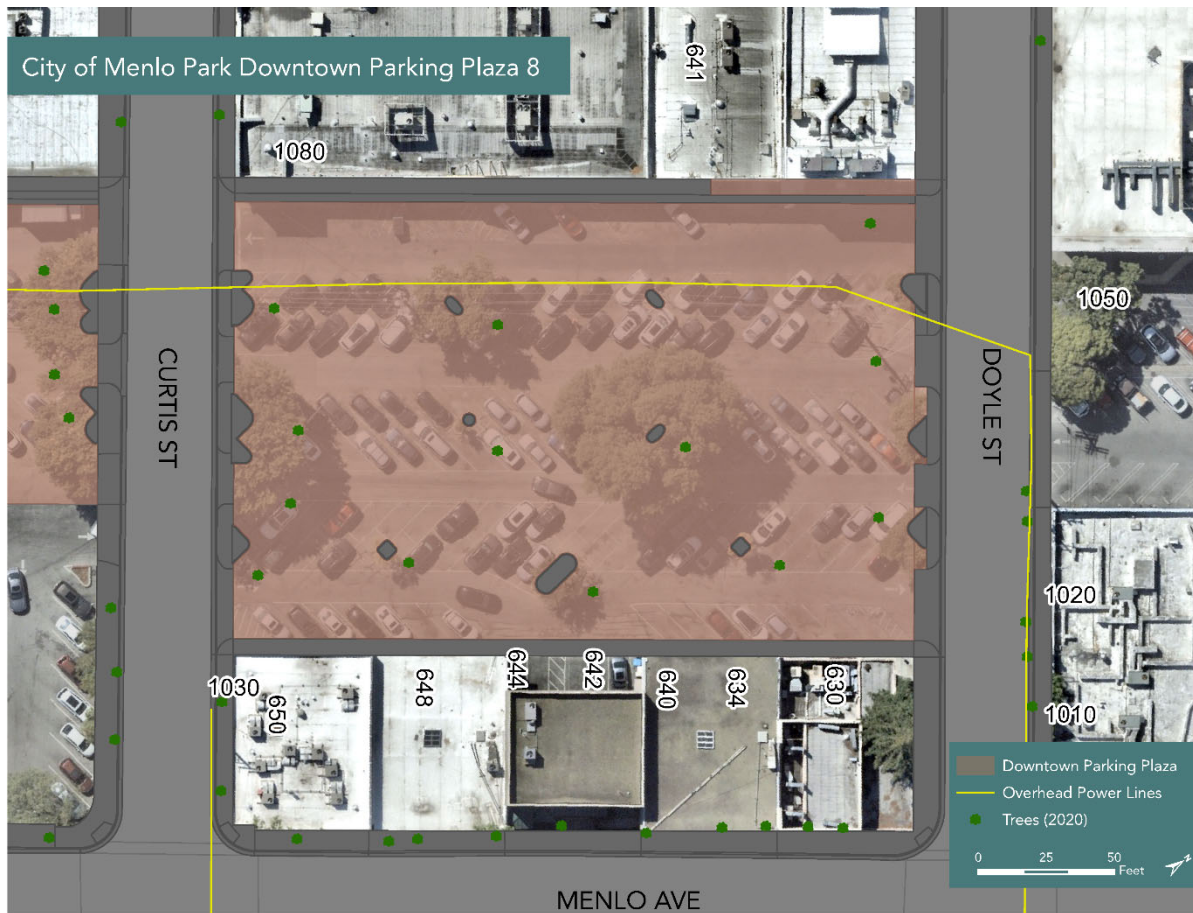
Easements and potential land use issues

Title report research on the largest parcel of Parking Plaza 7 (APN: 071-284-100) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

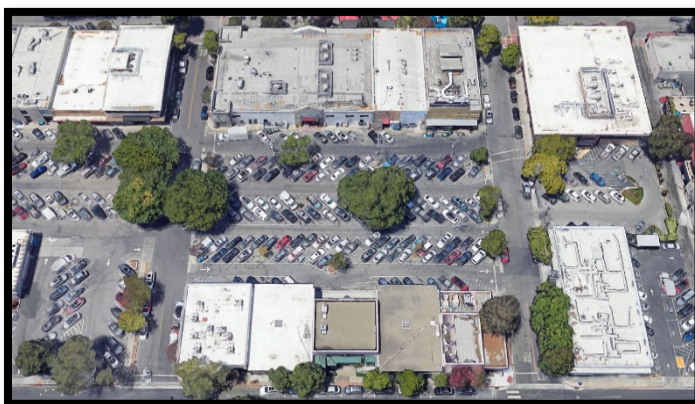
- CC&Rs providing 13 leased parking spots to adjacent market (may require termination or relocation if lot is to be used for housing development)
- Two deed covenants prohibiting sale of alcohol (likely not impactful for housing)

Parking Plaza 8

Map



General description



Parking Plaza 8 is in the southeastern quadrant of downtown, bounded by the rear of buildings fronting onto Santa Cruz Avenue to the north, Doyle Street to the east, buildings fronting onto Menlo Avenue to the south, and Curtis Street to the west. The buildings that surround the lot to the north and south have predominantly side/rear business entrances facing the parking plaza, with very few businesses having a primary or sole entrance off the parking plaza. A few of these buildings include

restaurants that face Santa Cruz Avenue and Doyle Street. Back-of-house functions adjacent to restaurants along the parking plaza are more intense, with dumpsters, storage areas, and utilities directly next to the parking plaza. Vehicular access is provided from driveways off Doyle Street and Curtis Street. The parcel at 644 Menlo Avenue also includes private surface parking

adjacent to the parking plaza that is accessible only via the parking plaza. Parking Plaza 8 has an area of one acre.

Site details

| Table 10: Parking Plaza 8 Site Characteristics | |
|--|--|
| Characteristic type | Detail |
| Parcel size | 1 acre |
| Existing parking spaces | 145 |
| Zoning district | SP-ECR/D, Downtown |
| Housing Element projected units | 38 very low-income units |
| Land ownership | City-owned |
| Number of parcels | 1 |
| Specific Plan recommendation(s) | Pedestrian link |
| Utilities | Overhead lines along interior of lot (central); part of underground utility district and eligible for Rule 20 funds to underground lines |
| Resurfacing/maintenance | Resurfaced 30+ years ago; in current CIP |
| Trees | 6 heritage; 13 total |
| Public business entrances on plaza | 0 primary; 8 secondary (side/rear) entrances |
| Pedestrian connections | Sidewalks bordering plaza entrances |

Easements and potential land use issues

Title report research on Parking Plaza 8 (APN: 071-285-160) identified the following key findings in relation to potential legal constraints, easements, and other encumbrances that could affect future development on the parking lot:

- Agreement from 1924 with building value and alcohol use restrictions (likely not impactful for housing development)
- Former parcel sale agreement, dated 1927 (likely satisfied and removable)

Zoning

All of the City-owned downtown parking lots are located in the Downtown (D) district of the Specific Plan area. In January 2024, as part of implementation of the 2023-2031 Housing Element, the City increased allowable densities and other development standards for all Specific Plan districts. Based on the updated development standards, residential development on the downtown parking lots could generally have the maximum attributes shown in Table 11.

| Standard | Base Level Development Maximum | Bonus Level Development Maximum |
|------------------|---|---|
| Density | 60 dwelling units per acre | 100 dwelling units per acre |
| Maximum height | 60-64 feet (likely 4-5 stories) | 81-85 feet (likely 6-7 stories) |
| Facade height | 40 feet (facing right of way/public open space) | 40 feet (facing right of way/public open space) |
| Floor area ratio | 2.75 | 3.75 |

The bonus level of development, achievable with the provision of a public benefit, allows for significantly taller buildings with higher density. The Specific Plan generally envisions mixed-use developments with ground floor retail/commercial uses and residential units on upper floors, but 100 percent residential development is also allowed in the applicable zoning district. Table 12 shows the approximate maximum number of units that could be constructed on each parking plaza at the base and bonus levels of affordability (without use of the AHO or any state bonuses).

| Parking Plaza Number | Location Description/Site Inventory Number | Maximum Base Density Units | Maximum Bonus Density Units |
|------------------------------|---|----------------------------|-----------------------------|
| Parking Plaza 1 ⁹ | Lot between El Camino Real and Chestnut on west side of Santa Cruz (Site #14) | 136 | 228 |
| Parking Plaza 2 | Lot off Oak Grove (Site #19) | 33 | 56 |
| Parking Plaza 3 | Lot between University and Crane on west side of Santa Cruz (Site #15) | 119 | 199 |
| Parking Plaza 4 | Lot behind Draeger's (Site #18) | 37 | 62 |
| Parking Plaza 5 | Lot between Evelyn and Crane (Site #16) | 60 | 100 |
| Parking Plaza 6 | Behind Wells Fargo, between Crane and Chestnut (Site #10) | 45 | 76 |
| Parking Plaza 7 | Near Trader Joe's, between Chestnut and Curtis (Site #9/9a) | 41 | 69 |
| Parking Plaza 8 | Lot between Curtis and Doyle (Site #17) | 60 | 100 |

⁹ Parking Plaza 1 includes Maloney Lane, with an area of approximately 0.22 acres. Rights-of-way are typically deducted from total lot area to calculate the maximum density, gross floor area, and other development regulations for a site. The maximum units shown for Parking Plaza 1 may be reduced based on confirmation of the exact area through a survey and/or other documentation prepared during the disposition/development process.

Other key zoning factors applicable to development on the downtown parking lots include:

- 25-foot setbacks on all sides directly abutting private property (to provide services and fire ladder truck access), otherwise zero-foot setbacks;
- 45-degree building profile stepping the façade back above the maximum façade height; and
- Minimum 100 square feet of common open space or 80 square feet of private open space per unit.

Chapter E of the Specific Plan provides details about other development and design standards applicable to housing on the City-owned parking lots.

State legislation also allows greater flexibility for development within one-half of a mile of a major transit stop (in this case, the Menlo Park Caltrain station) including all eight City-owned parking lots. AB 1763 enhances the state’s density bonus law to encourage development of 100-percent affordable housing. For 100-percent affordable housing within one-half mile of a major transit stop, there is no density limit and height can be increased by an additional three stories or 33 feet above what the local zoning would allow. Qualifying projects are also entitled to four incentives or regulatory concessions, which can include deviations from standard zoning requirements such as setbacks. In addition, eligible projects would not have any minimum parking requirements. Projects could also use any provisions of the City’s AHO in combination with the flexibility afforded by state legislation to maximize development on the site. A summary of how AB 1763 could increase the maximum development potential on a downtown site is shown in Table 13 below.

| Standard | Base Level Development Maximum | Bonus Level Development Maximum |
|-----------------|---------------------------------------|--|
| Density | Unlimited | Unlimited |
| Maximum height | 93-97 feet (likely 7-8 stories) | 114-118 feet (likely 9-10 stories) |

Surplus Land Act Considerations

The Surplus Land Act (SLA) is a state law that governs the disposition of surplus public land, including land such as the City-owned downtown parking lots. The SLA requires local agencies to prioritize affordable housing development when disposing of surplus land. Before any disposition can occur, the City Council must find that the property is no longer necessary for the City's use and declare the parking lots as "surplus land" or "exempt surplus land" at a regular public meeting.

For non-exempt surplus land, the City must issue a Notice of Availability to housing sponsors and other specific entities, allowing them 60 days to express interest in the property. If interest is received, the City must engage in good faith negotiations for at least 90 days to determine mutually satisfactory sales terms. Under the NOA process, the City may be required to negotiate over proposals that provide as little as 25 percent affordable housing, achieving less than the 345 units affordable to very low-income households targeted in Housing Element program H4.G. Proposals through the NOA process could also lack specific desired components and/or amenities like any replacement parking for existing spaces lost to redevelopment.

Two potential exemptions may apply to the downtown parking lots. The first exemption is for land to be used for affordable housing where at least 80 percent is for residential use and at least 40 percent of units are affordable to lower income households. The second exemption is for land put out for competitive bid for 100 percent affordable housing or mixed-use developments with specific affordability requirements. The City could potentially use these exemptions to streamline the process for affordable housing development on the parking lots.

If an exemption is pursued, the City Council's declaration of exempt surplus land must be supported by written findings and sent to HCD at least 30 days before disposition of the land. The SLA process must be followed before the City can issue any RFP or enter into exclusive negotiations with a developer for the parking lots. The framework of the SLA will play a significant role in shaping any redevelopment efforts and should be considered alongside the physical attributes and zoning considerations of each parking lot.

Recommendations

Based on an analysis of each site's physical attributes, easements, potential land use issues, and zoning considerations, parking plazas with the highest potential for affordable housing redevelopment have been identified. Key factors include lot size, shape, accessibility, existing constraints, and alignment with the Specific Plan recommendations. Considerations for the loss of existing public parking and the potential replacement of parking spaces as part of the redevelopment were also considered. Finally, some potential redevelopment outcomes are explored, with an emphasis on common elements of the three UC Berkeley development plans prepared by student teams in 2023.

Parking plazas with highest redevelopment potential

Based on each site's unique physical attributes, easements, potential land use issues, and zoning considerations, Parking Plazas 1, 2, and 3 emerge as having the highest potential for affordable housing redevelopment. The three lots could be developed with at least 345 units affordable to households at the very low-income level and could meet or exceed the City's Housing Element goals for the downtown parking lots.

Parking Plaza 1 is the largest of all eight City-owned parking lots (2.28 acres) and offers significant development potential:

- Its substantial size allows for efficient building design and site planning, with up to 228 housing units at the bonus level of development, and potentially more utilizing state density bonus law, the AHO, and/or other development flexibility afforded by recent legislation;
- The site has strong access to the surrounding blocks, with multiple access points from Oak Grove Avenue, Maloney Lane, and Chestnut Lane, as well as five pedestrian connections to adjacent streets;
- Proximity to the Caltrain station would offer convenient access to transit and may reduce the need for residential parking as part of a development on the site; and
- No major title issues were identified, with two utility easements along Maloney Lane being unlikely to conflict with development. Existing utilities such as overhead lines and underground gas and water lines could be extended or moved as necessary to accommodate new development.

While there are some existing business entrances and back-of-house functions adjacent to the parking plaza, the size of the parking lot may allow for creative design and ample setbacks to manage compatibility between existing and new developments, with less overall disruption to the existing urban fabric.

Parking Plaza 2 has several characteristics that make it favorable for redevelopment:

- It has a regular rectangular shape with strong accessibility from three street frontages (Oak Grove Avenue, Chestnut Street, and Crane Street);
- There are no heritage trees or significant known utility conflicts;
- There are no major easements or title issues identified;
- Back-of-house functions adjacent to the lot are minimal; and
- The Specific Plan already envisioned the site for a potential parking structure and pocket park.

Although Parking Plaza 2 is the smallest of the parking plazas, it could provide up to 56 units at the bonus level of development, or potentially more utilizing state density bonus law. Its regular

shape and minimal constraints make it ideal for a compact, efficient affordable housing development.

Parking Plaza 3 is the second-largest City-owned parking lot with 1.99 acres, and has its own advantages:

- It has a large, contiguous area for efficient building design and site planning, which could allow up to 199 units at the bonus level of development, or potentially more under state density bonus law and/or the AHO;
- The site has good access to the surrounding blocks, with proximity to Oak Grove Avenue and University Drive and three pedestrian connections to surrounding streets;
- There were no significant easements or title issues identified; and
- The Specific Plan recommendation for a parking structure and pocket park could be integrated with affordable housing.

While there are some existing business entrances and back-of-house functions adjacent to Parking Plaza 3, the size of the lot may allow flexibility in design and the ability to create adequate setbacks to ensure compatibility between existing and new developments.

Together, the three parking plazas, all located north of Santa Cruz Avenue, offer the best combination of size, access, and minimal constraints for potential affordable housing development. Their redevelopment could also provide some alignment with Specific Plan recommendations for parking structures and public space improvements on the sites. Notably, focusing on redevelopment of the three parking plazas could accommodate up to approximately 483 units at the bonus level of development (or more using state density bonus law and/or the AHO), which would exceed the 345-unit goal included in Housing Element program H4.G.

Development on parking plazas south of Santa Cruz Avenue could remain an option for a future stage of affordable housing development. Parking Plazas 8 and 5 would have the highest redevelopment feasibility because of their one-acre size, rectangular shapes, and more limited land use constraints (such as ownership/title issues and easements). Parking Plaza 8 is also more conveniently located near the Caltrain station, which could reduce the need for resident parking associated with affordable housing development on the site.

Using a phased approach would provide the City with a supply of additional locations for future affordable housing and provide ample time for the construction of housing on Parking Plazas 1 through 3. A phased approach would also allow members of the public and businesses to adapt to new parking locations and circulation patterns in the downtown following redevelopment of Parking Plazas 1 through 3.

Replacement of existing surface parking

To balance the needs of existing downtown businesses with the desire to provide affordable housing opportunities on City-owned land, the City should consider maintaining a significant portion of existing public parking. This could be accomplished by requiring lost surface parking spaces to be incorporated as structured parking in any redevelopment project, or through stand-alone parking structures that would be funded through an assessment district, collection of parking fees, and/or other potential sources.

The exact number of spaces to maintain should be determined based on current utilization data and projected future needs. The City, in coordination with the Metropolitan Transportation Commission (MTC), is initiating a parking management study that will be completed over the

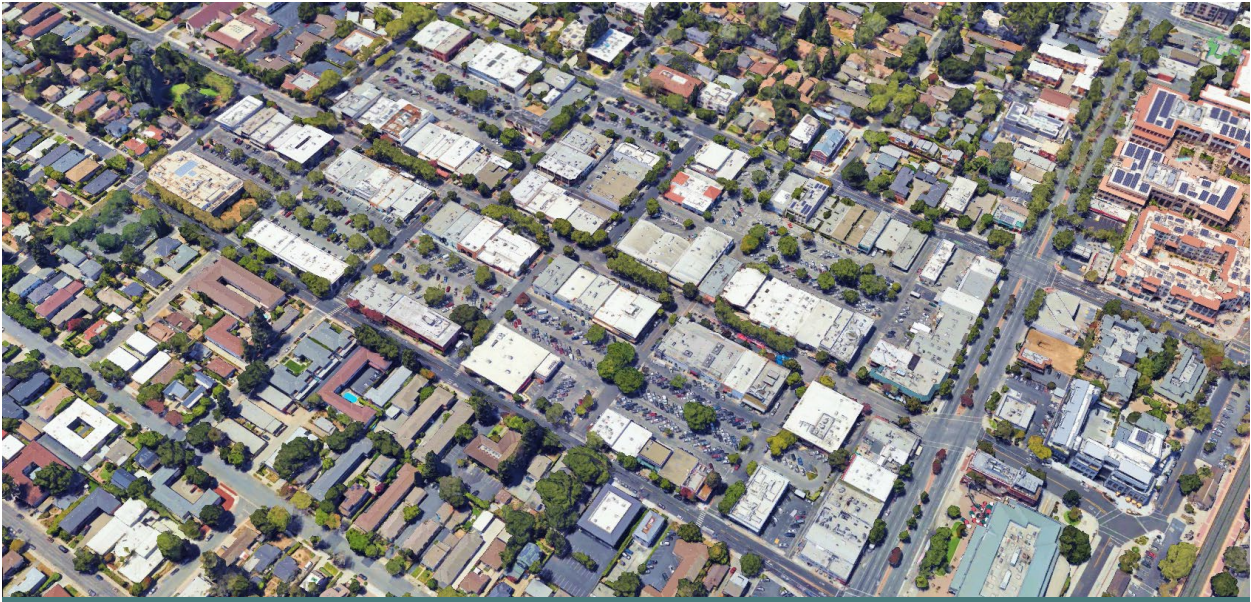
next 18 months. Data and early recommendations gathered during the early part of the study, tentatively planned for fall 2024, may provide a better understanding of downtown parking needs that could be factored into a final development plan. In addition, there may be opportunities to explore shared parking arrangements, where open spaces within new residential developments could be available for public parking during daytime business hours when residents may be more likely to be away from home, and vice versa. The City could explore robust transportation and/or parking management programs, continue to enhance bicycle and pedestrian facilities, and consider phasing development to minimize disruption to downtown businesses and visitors who rely on the existing parking supply.

Potential redevelopment outcomes

While the City has not yet identified developers or selected proposals for the redevelopment of the downtown parking lots, the proposals created by the UC Berkeley studio provide insight into potential development approaches. These proposals, while not formal or binding, offer creative solutions that address many of the challenges and opportunities present in the downtown area. The three proposals prepared by UC Berkeley teams share several common recommendations and solutions that may give a glimpse at how the sites could be redeveloped:

1. Phased development over several years. This would allow for a more gradual transition and could help mitigate impacts on public parking and area businesses.
2. Mix of affordable and market-rate housing. While focusing primarily on affordable housing, all proposals include some market-rate units to help cross-subsidize affordable units and create mixed-income communities.
3. Range of unit types and sizes. The proposals consistently recommend a mix of studio, 1-bedroom, 2-bedroom, and 3-bedroom units to serve diverse household sizes and types.
4. Focus on the needs of various populations. Common populations considered in the proposals include large families, seniors, veterans, and workforce housing.
5. Resident and/or community amenities. All proposals incorporate community spaces, childcare facilities, senior centers, and/or other similar services.
6. Public open space/greenways within and between development sites. A consistent theme of the proposals is to create pedestrian-friendly public spaces and greenways connecting the developments.
7. Structured parking. All proposals include at least one multi-level parking structure to help replace lost surface parking.
8. Density bonuses and streamlined approvals. The proposals consistently rely on density bonuses such as state density bonus law and/or the City's AHO to achieve higher densities, and streamlined approval processes like those offered through SB 330.
9. Multiple funding sources to address development costs. Common funding sources suggested include Low Income Housing Tax Credits (LIHTC), Multifamily Housing Program (MHP) loans and Affordable Housing Sustainable Community (AHSC) Program funds through HCD, county funds, and local sources.
10. Partnerships. All proposals mention partnering with experienced affordable housing developers, service providers, and in some cases market-rate developers.

Ultimately, actual redevelopment of the selected parking plazas will depend on proposals prepared by housing developers and selected by the City Council.



City of Menlo Park
DRAFT Request for Qualifications

**Affordable Housing on
Downtown Parking Plazas 1, 2, and 3**

Issued: [Redacted]

Submittal Deadline: [60 Days after Issuance]

Contents

| | |
|--|----|
| 1. Overview of Request for Qualifications..... | 3 |
| 2. Community Context and Background | 3 |
| 2.1 About Menlo Park..... | 3 |
| 2.2 Housing Element and Project Background..... | 3 |
| 3. Property Information | 4 |
| 3.1 Location and Context | 4 |
| 3.2 Site Characteristics | 4 |
| 3.3 Zoning and Development Standards..... | 5 |
| 3.4 Current Parking Utilization..... | 6 |
| 4. Development Requirements and Objectives | 7 |
| 4.1 Minimum Project Requirements | 7 |
| 4.2 Development Objectives | 7 |
| 5. Financial Terms and Assumptions..... | 8 |
| 5.1 Land Disposition..... | 8 |
| 5.2 City Subsidy | 8 |
| 6. Submittal Instructions, Requirements, and Due Date..... | 8 |
| 6.1 Instructions | 8 |
| 6.2 Required Submittal Contents | 8 |
| 6.3 Due Date | 10 |
| 7. Selection Process and Evaluation | 10 |
| 7.1 Selection Criteria | 10 |
| 7.2 Disclaimer..... | 10 |
| 8. Contact Information and Resources | 11 |
| 9. Attachments..... | 11 |

1. Overview of Request for Qualifications

The City of Menlo Park (“City”) is seeking qualified and experienced developers to develop one or more City-owned parking plazas in downtown Menlo Park with affordable multi-family housing. The properties are located north of Santa Cruz Avenue and within walking and/or cycling distance of the Menlo Park Caltrain station. The City seeks developers who are experienced, financially adept, and capable of developing and managing quality affordable housing, while maintaining adequate public parking to serve downtown businesses and visitors.

This Request for Qualifications (“RFQ”) contains the City’s objectives for the properties, development requirements, instructions governing submittals, eligibility requirements, general evaluation criteria, and other requirements that must be met for each submittal. This RFQ is a solicitation of competitive submittals that best serve the public good.

2. Community Context and Background

2.1 About Menlo Park

Menlo Park is a city of beautiful, tree-lined neighborhoods and active commercial districts. Located conveniently between the major metropolitan areas of San Francisco and San Jose, Menlo Park is home to approximately 32,000 residents in its 19 square miles. The stunning natural surroundings of the City afford views of the San Francisco Bay to the east and the Pacific Coastal Range to the west. Menlo Park’s climate is moderate to warm, with an average of 265 sunny days a year.

Menlo Park’s residents reflect a range of backgrounds and interests who tend to be well educated and actively engaged in community life. Excellent public and private schools serve its many young families, while residents of all ages enjoy the City’s numerous parks and recreational facilities. The City’s close proximity to Stanford University and Menlo College provide a multitude of academic, cultural and athletic event opportunities. The arts and leisure activities of the major urban areas of San Francisco and San Jose are close by. These and many other amenities contribute to Menlo Park’s outstanding quality of life.

Located in the heart of Menlo Park is a downtown featuring unique and upscale shops and restaurants. Set in a pleasant, pedestrian-oriented atmosphere, Menlo Park’s downtown area attracts locals and visitors alike. Known worldwide as the “Capital of Venture Capital,” Menlo Park is well situated to benefit from and help shape new technologies and markets originating from the Silicon Valley. The City hosts such major employers as SRI International, Meta (formerly Facebook), Pacific Biosciences and CSBio Co.

2.2 Housing Element and Project Background

The City’s certified 2023-2031 Housing Element (Attachment A) identifies a Regional Housing Needs Allocation (“RHNA”) of 2,946 new dwelling units. The Housing Element includes program H4.G, which prioritizes the development of affordable housing on City-owned downtown parking lots, with a goal of creating at least 345 units affordable to very low-income households (30 to

50 percent of area median income (“AMI”)) by 2027. The program establishes the following milestones:

- Conduct feasibility study (2023);
- Issue request for proposals for affordable housing development (2024);
- Complete development entitlements (2025); and
- Seek to complete development of 345 or more affordable housing units (2027).

In 2024, the City completed an Affordable Housing on City-Owned Downtown Parking Lots Feasibility Study (“feasibility study”) evaluating all eight downtown parking plazas. Through analysis of physical attributes, easements, potential land use issues, and zoning considerations, Parking Plazas 1, 2, and 3 were identified as having the highest potential for redevelopment. The complete feasibility study is available as Attachment B of this RFQ, and on the City’s project webpage at <https://menlopark.gov/downtownhousing>.

3. Property Information

3.1 Location and Context

The three parking plazas identified for potential development are all located north of Santa Cruz Avenue in downtown Menlo Park. The sites benefit from proximity to downtown amenities, the Caltrain station, and El Camino Real corridor. Each plaza currently serves as public parking for downtown businesses and visitors. Below is a brief description of each of the three parking plazas. Maps, aerial photographs, and additional analyses are provided in the feasibility study (Attachment B).

3.2 Site Characteristics

Parking Plaza 1 is the largest of the available sites at 2.28 acres, located in the northeastern quadrant of downtown near Oak Grove Avenue and El Camino Real. The site currently provides 249 public parking spaces and includes Maloney Lane, which provides circulation between Oak Grove Avenue and Santa Cruz Avenue. The plaza features multiple access points and pedestrian connections to surrounding streets. No major title issues or known easements would limit development, but there may be unmapped utilities that would need to be addressed in site planning.

- Location: Northeastern quadrant of downtown, near Oak Grove Avenue and El Camino Real
- Size: 2.28 acres (including Maloney Lane)
- Current use: 249 public parking spaces and Maloney Lane
- Key features: Largest of the parking plazas; multiple access points; proximity to Caltrain station

Parking Plaza 2, though the smallest of the lots at 0.56 acres, offers an efficient rectangular configuration bounded by Oak Grove Avenue, Chestnut Street, and Crane Street. The site currently provides 95 parking spaces, including four electric vehicle charging stations. The parking plaza has strong accessibility with frontages on three streets and sidewalks on all sides.

The site features minimal constraints and no heritage trees, making it particularly suitable for development. A 1968 plan line for the widening of Crane Street must be considered in site planning.

- Location: Northern edge of downtown, bounded by Chestnut Street, Oak Grove Avenue, and Crane Street
- Size: 0.56 acres
- Current use: 95 public parking spaces
- Key features: Regular rectangular shape; strong accessibility from three streets; minimal constraints

Parking Plaza 3 encompasses 1.99 acres in the northwestern quadrant of downtown, near Oak Grove Avenue and University Drive. The site currently provides 212 public parking spaces and has good access to surrounding blocks through multiple vehicular and pedestrian entry points. Three privately-owned pedestrian connections link the parking plaza to Oak Grove Avenue. The plaza has no significant title issues or known easements that would impede development, but there may be unmapped utilities that would need to be addressed in site planning.

- Location: Northwestern quadrant of downtown, near Oak Grove Avenue and University Drive
- Size: 1.99 acres
- Current use: 212 public parking spaces
- Key features: Second-largest of the eight parking plazas; good access to surrounding blocks

3.3 Zoning and Development Standards

All three sites are located within the Downtown (D) district of the El Camino Real/Downtown Specific Plan, which allows multi-family residential and mixed-use development. Development standards vary between the base level of development and the public benefit bonus level of development. At the base level, residential density of 60 dwelling units per acre is permitted with a maximum floor area ratio ("FAR") of 2.75. Building heights may reach 60 to 64 feet (typically 4 to 5 stories) with a maximum façade height of 40 feet facing public rights-of-way or public open spaces.

Through the provision of public benefits, developments may achieve bonus level standards including increased density up to 100 dwelling units per acre and a maximum FAR of 3.75. Maximum heights at the bonus level are 81 to 85 feet (typically 6 to 7 stories), though façade heights remain at 40 feet facing public spaces.

Additional development standards include:

- 25-foot setbacks where a property directly abuts private property (to provide services and emergency access);
- Zero-foot setbacks permitted along public rights-of-way;
- 45-degree building profile required above the maximum façade height for facades fronting public rights-of-way or public open spaces; and

- Minimum of 100 square feet of common open space per unit or 80 square feet of private open space per unit.

A summary table of zoning regulations and development standards from the Specific Plan (including the Downtown (D) district in which Parking Plazas 1, 2, and 3 are located) is provided as Attachment C, and a complete description of all development regulations and standards is described in detail in the Specific Plan (Attachment D).

For 100 percent affordable housing projects within one-half mile of the Caltrain station (which includes all three parking plazas), additional flexibility is available through the provisions of AB 1763. This state law removes density limits and allows height increases of up to three stories or 33 feet above the Specific Plan zoning. Projects may also receive up to four concessions or incentives from the City's development standards. Under another state law, AB 2097, qualifying projects have no minimum parking requirements.

The City's Affordable Housing Overlay ("AHO"), described in Chapter 16.98 of the City's Municipal Code (Attachment E), may provide additional development flexibility. Projects may utilize any combination of a site's base zoning, public benefit bonus provisions, AHO, and state density bonus law to maximize multi-family residential development potential.

Ground floor retail uses are not required but may be incorporated where appropriate. Any ground floor commercial space should be designed to enhance the pedestrian environment and contribute to downtown vitality.

3.4 Current Parking Utilization

The Metropolitan Transportation Commission ("MTC") and its consultant, AECOM, conducted a preliminary parking utilization analysis of the downtown parking plazas in September 2024 to understand current parking demand patterns and inform decisions related to future replacement parking needs. Key initial findings include:

- Parking Plaza 1 experiences peak occupancy of 80 percent during weekday midday hours, with approximately 199 spaces utilized. Outside of the peak time, morning and midday periods showed approximately 60 to 80 percent utilization. In the late afternoon, parking utilization decreased to approximately 37 percent.
- Parking Plaza 2 experiences peak occupancy of 100 percent during weekday midday hours, with approximately 95 spaces utilized. The parking plaza had consistently high utilization (93 to 100 percent) from morning through early afternoon. In the late afternoon, parking utilization decreased to approximately 39 percent.
- Parking Plaza 3 experiences peak occupancy of 100 percent during weekday midday hours, with approximately 212 spaces utilized. The parking plaza had consistently high utilization (96 to 100 percent) from mid-morning through early afternoon. In the late afternoon, parking utilization decreased to approximately 50 percent.

These utilization patterns suggest a need to maintain a minimum of approximately 506 of the 556 existing public parking spaces to serve existing demand at the peak hour across the three

sites. At this time, the data prepared by MTC and AECOM is considered preliminary and may be refined as part of an upcoming downtown parking management study. The City will provide updates to proposers and/or selected developers as available throughout the process.

4. Development Requirements and Objectives

4.1 Minimum Project Requirements

The selected development must deliver a project that:

- A. Creates a minimum of 345 housing units affordable to households at the very low-income level;
- B. Provides replacement public parking spaces for those lost due to redevelopment, integrated within the development or as standalone structure(s); and
- C. Complies with all applicable development standards and requirements.

4.2 Development Objectives

Beyond the minimum requirements, the City encourages proposals that incorporate the following elements:

- A. **Maximum Number of Affordable Units:** Developers are encouraged to maximize the number of affordable units through utilization of the site's zoning, the AHO, state density bonus law, and other applicable state legislation (e.g. AB 1763, AB 2097).
- B. **Deep Affordability:** Projects should consider including units affordable to extremely low-income households (15 percent to 30 percent of AMI).
- C. **Unit Mix:** A diverse mix of unit types is desired, with emphasis on multi-bedroom units suitable for families. Projects should provide a range of unit sizes to serve different household compositions.
- D. **Special Needs Housing Priority:** Priority will be given to proposals that address difficult-to-achieve housing priorities, including units for people with special needs or disabilities.
- E. **Innovative Parking Management Strategies:** A minimum of 506 replacement public parking spaces should be incorporated into a development plan that uses all three lots. If a developer proposes to develop an individual lot or subset of the three lots, an amount of replacement public parking consistent with the preliminary peak hour total for the lot(s) described in Section 3.4 should be provided. Parking management strategies, such as real-time parking availability systems and/or shared parking between residents and public users may be considered. Creative parking management solutions should be described, including how shared parking arrangements would be handled and enforced.
- F. **Open Space:** Projects should incorporate publicly accessible open spaces where feasible, particularly the pocket parks envisioned in the Specific Plan for Parking Plazas 2 and 3.
- G. **Sustainable Building Design:** Buildings should be 100 percent electric-powered and incorporate other sustainability features such as solar panels, green building practices, and energy-efficient systems.

- H. Ground Floor Uses: While not required, proposals may consider incorporating ancillary ground floor commercial uses where appropriate, provided they do not detract from the primary affordable housing objectives.

5. Financial Terms and Assumptions

5.1 Land Disposition

The City will transfer the site(s) to the selected developer through a long-term ground lease with anticipated terms of 30 to 99 years for base rent of \$1.00 per year, plus additional rent arising from insurance and operational costs.

5.2 City Subsidy

The City considers the land a contribution to the development of affordable housing on the site(s). Additional City subsidies should not be presumed when developing a preliminary financing strategy for a project. Any additional opportunities for City funding would be at the City Council's discretion and based on available funding sources, demonstrated need for such financial subsidy, and/or consideration of the needs of any competing uses for funding resources at the time of a request.

6. Submittal Instructions, Requirements, and Due Date

6.1 Instructions

Submittals must be organized in the same order as the submission requirements described below in Section 6.2, and documents within a submittal should clearly identify which submission component they are intended to address. Submittals must include:

- A. One unbounded original paper copy (without any binding, holes, or staples),
- B. Three paper copies (bounded or unbounded), and
- C. One electronic copy in PDF format.

6.2 Required Submittal Contents

Submissions must include the following components:

A. Statement of Interest

Include a cover letter expressing interest in the site(s), highlighting qualifications, demonstrating understanding of project objectives, and identifying the development team primary contact person. The letter must be signed by the Executive Director, Development Director, or equivalent position for the proposing firm.

B. Developer Team Experience

Describe the developer's overall experience with similar projects and provide a description of the three most relevant completed projects, including:

1. Location, size, and dates of commencement and completion of construction,
2. Construction costs and financing sources,

3. Development team roles,
4. Local government reference and contact information for each project, and
5. Project photographs.

C. Project Concept

Describe the developer's concept of a development for the site(s), including:

1. Narrative description of development approach,
2. Preliminary considerations on site selection,
3. Population(s) served and affordability levels,
4. Conceptual approach to integrating housing and public parking, and
5. Sustainable design features.

No detailed site plans or architectural drawings are requested at this time.

D. Financial Capacity and Approach

Describe how the developer proposes to finance the project, including:

1. Description of anticipated funding sources and financing strategy,
2. Demonstration of ability to fund predevelopment costs,
3. Experience securing similar project financing, and
4. Financial references.

Within seven days of selection, a successful proposer may be required to submit the last three years of year-end audited financial statements. Financial statements should include income statements, balance sheets, and cash-flow statements, along with any accompanying notes. The information will be held in confidence (to the extent legally feasible), and only used to evaluate the financial stability of the proposer.

E. Community Engagement

Indicate how the developer intends to engage the community in project development, including:

1. Examples of community outreach experience with past projects,
2. Description of approach to working with local businesses and residents, and
3. Experience managing outreach for developments in downtowns/business districts.

F. Property Management Experience

Indicate the developer's experience in managing high-quality affordable housing properties and meeting resident needs, including:

1. Approach to property management and maintenance,
2. Experience providing resident services, and
3. Demonstrated history of long-term project upkeep and sustainability.

6.3 Due Date

All submittals will be accepted at the Community Development front counter on the first floor of City Hall:

Attn: Tom Smith
City of Menlo Park
Planning Division
701 Laurel St.
Menlo Park, CA 94025

All submittals must be received by _____. Submittals received after the due date and time will not be accepted.

7. Selection Process and Evaluation

7.1 Selection Criteria

Submittals will be reviewed and evaluated by qualified personnel selected by the City, who will recommend the submittal that most closely meets the requirements of the RFQ and satisfies the City's needs and project objectives. Finalists may be invited for interviews.

The following areas of consideration will be used to make the selection:

- **Development Concept:** The City will consider the nature of the proposed development, including a demonstrated understanding of the project objectives, creative approaches to meeting housing and public parking needs, feasibility of the proposed concept, and integration with the existing downtown Menlo Park context.
- **Developer Experience and Capacity:** The City will consider the developer's track record of managing high-quality design and executing affordable housing development projects of a similar scope and complexity. The City will also consider the developer's experience in partnering with local jurisdictions.
- **Financial Strategy:** The City will consider the proposer's financial capability, the feasibility of the funding approach for an affordable housing project, experience in utilizing proposed funding sources in other developments, and strength of financial references.
- **Community Engagement and Management:** The City will consider the quality of the proposer's community engagement approach, experience in working with area stakeholders (especially local businesses), property management capabilities, and resident service provision approaches.

7.2 Disclaimer

This RFQ does not constitute an offer to enter into an agreement with any party. The City may, at its discretion, request that a developer modify or supplement its submittal with more information. The City reserves the right to reject any or all submissions, to cancel this

solicitation, to re-advertise for submittals, and/or to waive any informalities or irregularities in the RFQ process. Once a developer is selected, the City will, in its sole judgment, negotiate, in its sole discretion, a satisfactory agreement that will best serve the public interest and the City's affordable housing goals.

8. Contact Information and Resources

Prospective proposers should use the contact information below for questions regarding the RFQ. Email is preferred, but phone calls will be accepted:

Tom Smith, Principal Planner
tasmith@menlopark.gov
(650) 330-6730

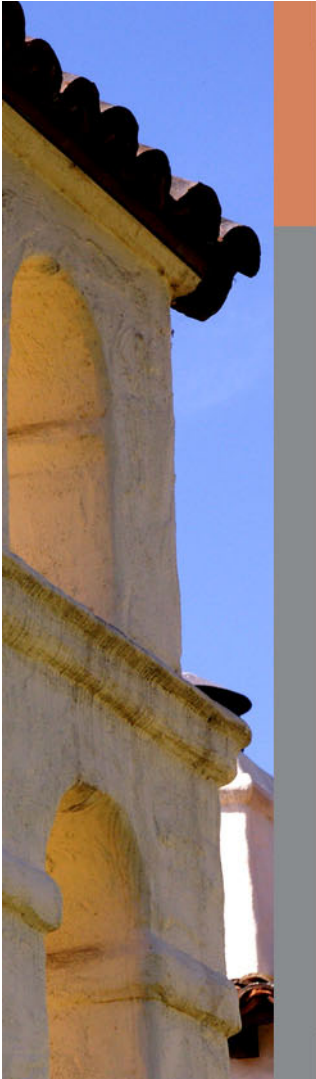
Download other reference materials and stay informed of project progress on the project webpage at <https://menlopark.gov/downtownhousing>.

9. Attachments

- A. Hyperlink Menlo Park 2023-2031 Housing Element:
https://menlopark.gov/files/sharedassets/public/v/2/community-development/documents/projects/housing-element-update/2023-2031-city-of-menlo-park-housing-element-clean_010324.pdf
- B. Affordable Housing on City-Owned Downtown Parking Lots Feasibility Study
- C. Table E-2 of the Specific Plan
- D. Hyperlink El Camino Real/Downtown Specific Plan:
<https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/general-plan/20240701-specific-plan-update.pdf>
- E. Hyperlink Chapter 16.98 of the Municipal Code, Affordable Housing Overlay:
<https://www.codepublishing.com/CA/MenloPark/#!/MenloPark16/MenloPark1698.html#16.98>

The background of the slide is a wide landscape photograph. It shows a river or stream winding through a lush green valley. The sky is filled with large, white and grey clouds, suggesting a bright but slightly overcast day. The foreground shows some reeds and grasses along the water's edge.

**DOWNTOWN PARKING PLAZAS 1, 2 AND 3
DISPOSITION AND DRAFT RFQ FOR AFFORDABLE HOUSING**
Principal Planner Tom Smith



HOUSING ELEMENT BACKGROUND

- Required 6th Cycle Housing Element Update
 - Plan for city's housing needs from 2023 to 2031
 - Updates made to goals, policies, and programs to preserve, improve, and develop housing for all income categories and affirmatively further fair housing



2023-2031 REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

- City's required housing production increased almost 350% from previous planning period

| Income Category | 2015-2023 | 2023-2031 |
|--|-----------|-------------|
| Very low (50% area median income(AMI)) | 233 | 740 |
| Low (80% AMI) | 129 | 426 |
| Moderate (120% AMI) | 143 | 496 |
| Above moderate | 150 | 1,284 |
| Total | 655 units | 2,946 units |

- \$186,600 is current AMI for household of 4
 - Very Low AMI is up to \$97,900

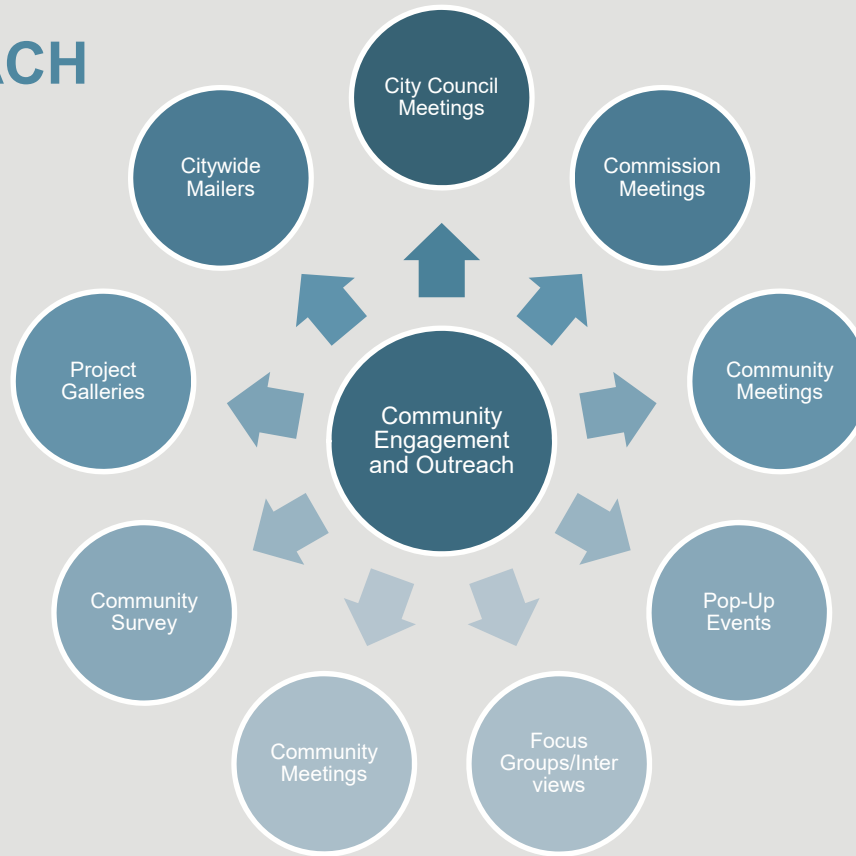


SITE SELECTION FACTORS

- Ideal site size of 0.5 acres to 10 acres
- Distribution throughout city
 - Council Districts 2 through 5
- Close to transit, schools, and other services
- Realistic development potential
- 30 dwelling units per acre density
 - Density set by state to provide low and very low income housing



OUTREACH



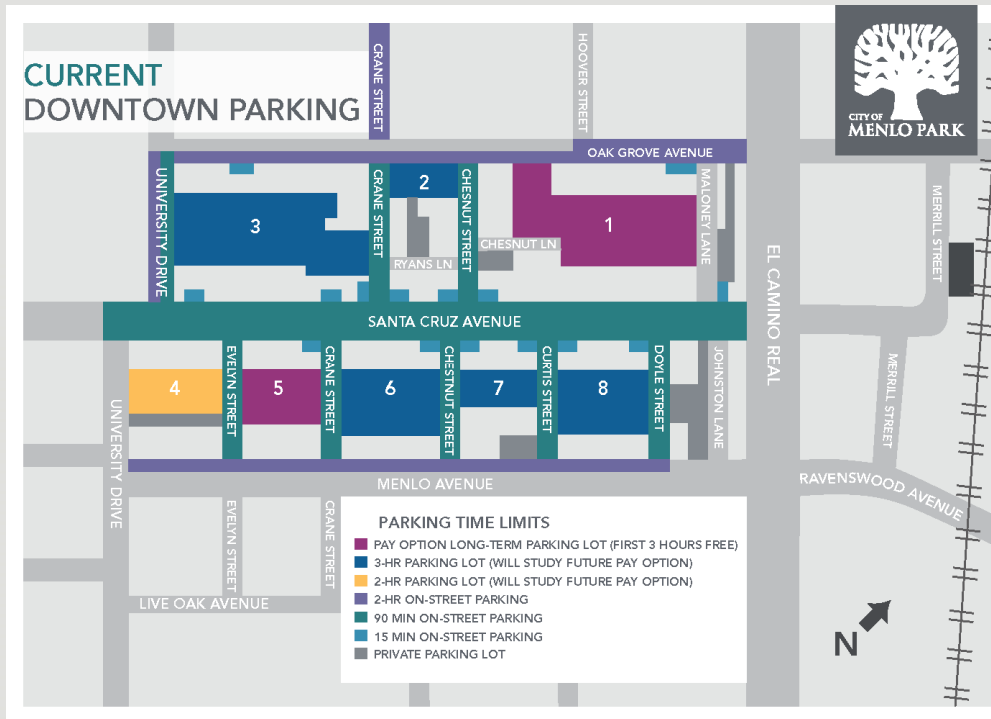


PROGRAM BACKGROUND

- Program H4.G prioritizes development of 345+ very low-income units on downtown City-owned parking lots
- Key to meeting RHNA
- Timeline
 - Feasibility study (completed August 2024)
 - Issue RFP, or other selection process (2024)
 - Complete entitlements (2025)
 - Develop 345+ units (2027)
- City Council directed focus on Parking Plazas 1, 2 and 3



PARKING PLAZA MAP





PARKING PLAZA 1





PARKING PLAZA 2





PARKING PLAZA 3





KEY INFORMATION

- Three selected plazas could accommodate 483+ units at bonus level density
 - Affordable housing overlay (AHO) and state laws could increase totals
- Would exceed 345-unit goal from Housing Element
- Any development should balance housing goals with downtown parking needs

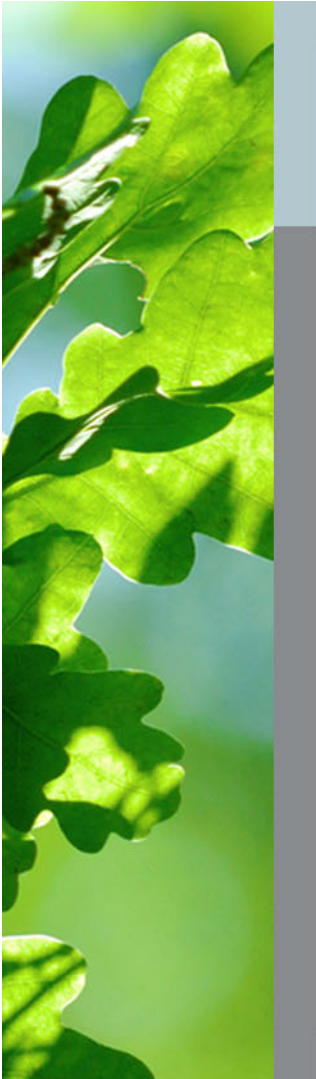


ZONING

- All parking plazas in Downtown (D) district of Specific Plan:

| Standard | Base level development max. | Bonus level development max. |
|------------------|-----------------------------|------------------------------|
| Density | 60 dwelling units per acre | 100 dwelling units per acre |
| Max. height | 60-64 feet (4-5 stories) | 81-85 feet (6-7 stories) |
| Floor area ratio | 275% | 375% |

- City's AHO and state legislation allow greater flexibility



DISPOSITION PROCESS

- Must follow state Surplus Land Act
- Exemptions available when City's affordable housing goals align with state priorities
- In August, City Council asked staff to prepare an exemption
 - 80%+ of land area for residential uses
 - 40%+ of units for households making 60% of AMI or less, inclusive of 20%+ units for households making 50% of AMI or less
 - Affordability restrictions for 30+ years
- HCD reviewed exemption and confirmed applicability with minor revisions



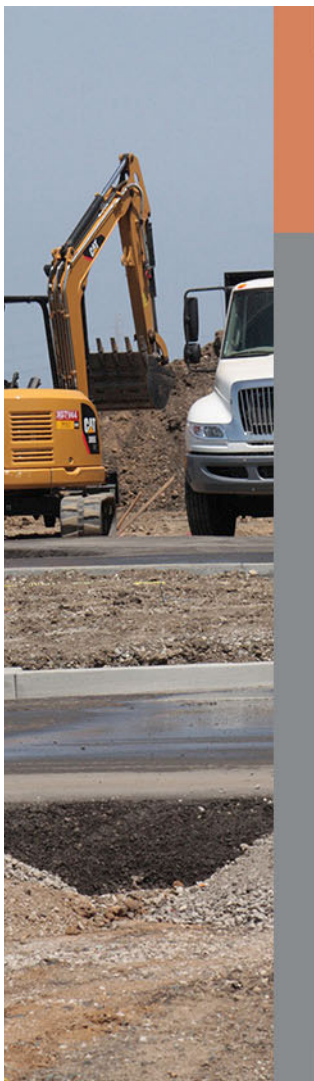
DRAFT RFQ PARAMETERS

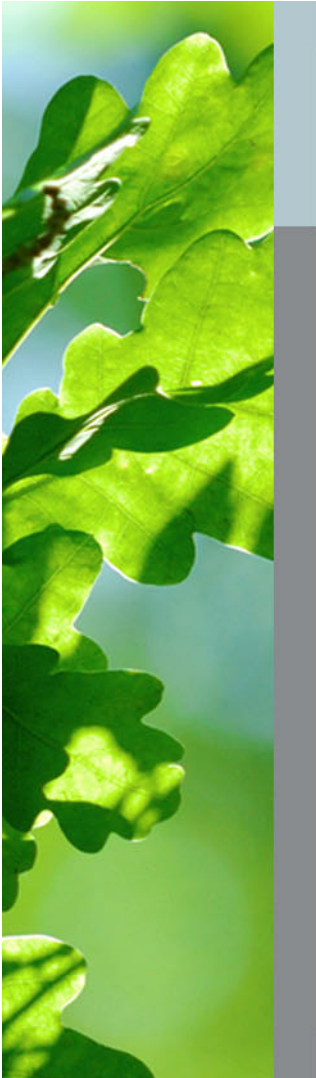
Minimum requirements:

1. 345+ very low-income units
2. Replacement public parking spaces
3. Compliance with Specific Plan development standards

Development objectives:

1. Maximum affordable units through density bonuses
2. Community engagement in development process, especially local businesses
3. Deep affordability levels
4. Diverse unit mix with multiple bedrooms
5. Sustainable design features
6. Public open space





FEEDBACK

- Nov. 6: Housing Commission meeting
 - Consider downtown parking needs, other modes of travel
 - Evaluate parking maximums for residents of new affordable housing
 - Allow commercial ground floor uses, but do not require
- Nov. 14: downtown business community meeting
 - Ensure adequate downtown parking at pre-pandemic levels with added buffer
 - Provide parking for new residents, separate from customers and employees
 - Broaden community engagement efforts
 - Consider other sites to meet Housing Element goals
 - Provide service lanes and loading zones
- Community correspondence
 - Concerns regarding changes to parking and downtown vitality impacts
 - Concerns regarding type and massing of housing development
 - Requests for more outreach and additional time



RECOMMENDATION AND TENTATIVE NEXT STEPS



- Staff recommends approval of SLA exemption and draft RFQ to maintain Housing Element timeline
- Issuance of RFQ would not lock in future steps or require developer selection

- If approved, next steps:
 - Early Dec.: RFQ issuance
 - Winter 2025: City Council review of submittals, direction to staff
 - SLA exemption would be sent to HCD if a qualified developer is selected



THANK YOU



STAFF REPORT

City Council

Meeting Date:

11/19/2024

Staff Report Number:

24-204-CC

Regular Business:

Approve the commitment of \$600,000 from the Below Market Rate Housing Fund to Alliant Strategic Development for the production of affordable rental units located at 320 Sheridan Dr.

Recommendation

Staff recommends that the City Council:

1. Approve a commitment of \$600,000 from the Below Market Rate (BMR) Housing Fund to Alliant Strategic Development (Alliant) for the production of 87 affordable rental units at 320 Sheridan Dr., including the City's preference criteria for remaining units unfilled by Ravenswood City School District employees, which are separate from the eight (8) BMR units required to comply with the City's BMR housing preference criteria.
2. Direct staff to return with a funding agreement for the \$600,000 funding commitment.

Policy Issues

The City Council retains sole discretion to award available BMR housing funds collected in accordance with Menlo Park Municipal Code Chapter 16.96. As set forth in §13.3 of the City of Menlo Park BMR Guidelines, eligible projects for funding include the preservation of existing affordable housing, acquisition or new construction of permanent affordable rental or ownership housing, and other activities to support housing for extremely low, very low or low income households. The City Council receives BMR funding recommendations from the Housing Commission.

Background

In April 2024, the City of Menlo Park received a funding request for \$2,939,486 from Alliant (Attachment A) to develop 88 housing units consisting of one property manager unit and 87 extremely low income and low income family rental units targeted to Ravenswood City School District (RCSD) teachers and staff.

The location of the project is 320 Sheridan Dr., the site of the former Flood School, which closed in 2011 and was subsequently demolished. The site is currently vacant and owned by RCSD. RCSD identified the need for BMR housing for its teachers and staff. The challenge of finding housing near where employees work has resulted in long commutes, burnout and high staff turnover. RCSD issued a request for proposals (RFP) in 2021 for this purpose and in 2022 selected Alliant to negotiate a long-term land lease to develop the housing.

Analysis

Proposal description

The proposed project has 88 units consisting of one, two and three bedrooms, clustered in three, three-story buildings. The units are generously sized at an average of 777 square feet (sf), 1104 sf and 1450 sf, respectively. One hundred and 16 at-grade parking spaces and bicycle storage will be provided. Each unit will have a private outdoor space with a storage room, and hookups for washer and dryers. A community room that includes a full kitchen and a computer area, opens to shared outdoor space, and is adjacent to the community laundry room and fitness center. Outdoor community space includes a barbecue area and children’s play area, with gated access to the adjacent Flood Park.

The site is approximately 2.5 acres with a base zoning of 20 units to the acre. The site was recently rezoned to R-3 (Apartment) as part of the Housing Element Update. As a 100% affordable project, the applicant proposes to utilize State Density Bonus Law (“SDBL”), which allows an 80% density bonus resulting in the proposed 35 dwelling units per acre. The project will be designed to meet sustainability benchmarks, including solar, water-wise plumbing fixtures, drought-tolerant landscaping and EV-charging stations in guest parking areas.

The BMR ordinance establishes a 15% inclusionary requirement for residential developments of 20 or more units and the BMR Guidelines establish preference criteria for the BMR units in a residential development. To that end, the BMR Agreement accompanying this project would require that eight units (15% of 50 units, which is the total number of units at the base density) be set aside to meet the City’s BMR ordinance and guidelines, including the City’s preference criteria. RCSD teachers and staff who are income-eligible for the affordable units will receive preference for the remaining 79 units. The applicant originally proposed that if any of those 79 units go unfilled by eligible RCSD teachers or staff, tenants meeting the City’s preference criteria could fill those units. However, the applicant would now like to keep that option flexible as they work to fill the project’s remaining funding gap and may need to satisfy other preference criteria. At this time, staff continue to recommend the use of the City’s preference criteria for units unfilled by RCSD employees.

The affordability level of the of 87 units is anticipated to target households at 30-80% of the area median income (AMI, with an average AMI of 50% or 60%) plus one unrestricted unit for the manager. Table 1 shows the general affordability unit mix breakdown as proposed in the notice of funding availability (NOFA) application, but the applicant has requested flexibility to finalize the figures as they apply for funding.

| Income level (% AMI) | Number of units | % of Project |
|-----------------------------|------------------------|---------------------|
| Extremely low (30%) | 51 | 59% |
| Low (70%) | 9 | 10% |
| Low (80%) | 27 | 31% |
| Total | 87 | 100% |

Funding and timeline

The estimated development cost for this project is about \$63.8 million, or \$733,000 per affordable unit. Alliant anticipates obtaining about \$41 million from Low Income Housing Tax Credits (LIHTC), \$3.8 million from a deferred developer fee, and \$16 million from a conventional loan, leaving a gap of \$2.9 million, which is the requested funding from the City of Menlo Park. RCSD will transfer the land to Alliant as a long-term ground lease. The base rent is a capitalized fee of \$5 million for the first 15 years of the lease. All lease payments thereafter are to be 19% of gross receipts of the project.

The applicant’s funding strategy involves leveraging the local funding from Menlo Park before applying for LIHTC. This approach allows the project to demonstrate local support and commitment making the project more competitive for LIHTC funding. The applicant requested \$2.9 million in their NOFA application. The City’s BMR fund currently has approximately \$2.6 million in unencumbered BMR funds. The Housing Commission recommended funding this project at \$600,000 given the BMR fund balance and their understanding that \$2 million of available City BMR funds would potentially be granted to another development project – the potential Eden Housing 100% affordable housing project at 1162 El Camino Real. The potential Eden Housing project has numerous steps to meet before a development application is likely to be submitted. Eden Housing has submitted a NOFA application, and no action has been taken on it.

The project’s funding and development schedule is dependent on how and when the project secures funding. If the project secures enough funding to be competitive for 9% LIHTC, construction would commence in November 2025 with an expected completion time of summer 2027. If it does not secure the funding for that round of tax credit applications, the project anticipates applying for 4% LIHTC and construction would begin in June 2026. See Table 2 below for additional timeline information.

| Table 2: Funding and development timeline | | |
|---|---------------|---------------|
| | 9% LIHTC | 4% LIHTC |
| Tax credit application | February 2025 | August 2025 |
| Tax credit award | May 2025 | December 2025 |
| Construction start | November 2025 | June 2026 |
| Project completion | Summer 2027 | Spring 2028 |

Housing Commission

On Nov. 6, the Housing Commission discussed the funding request proposal and the proposed BMR agreement for the project. The BMR agreement is not part of the City Council’s review at this time. The Planning Commission will be the final decision-making body on the project, including the BMR agreement, unless it is appealed to the City Council. The Housing Commission is the recommending body to the City Council on BMR funding requests, and they recommended that the City Council approve \$600,000 from the BMR housing fund to support the project. Excluding the eight units that will be subject to the City’s BMR housing preference criteria per the BMR agreement, the Housing Commission was supportive of the applicant’s request for flexibility in filling any of the remaining 79 units unfilled by RCSD employees rather than requiring the City’s preference criteria. However, staff continue to recommend the use of the City’s preference criteria for units unfilled by RCSD employees for all or at least some of the units. Additionally, as part of its recommendation, the Housing Commission asked the applicant to explore how City preference-designated units at this project could meet the City’s broader anti-displacement efforts and to also consider in its management plan the criteria used by the property manager to screen applicants and determine eligibility. The City’s BMR Guidelines include a tenant preference criteria for those Menlo Park residents that have been displaced, so any units subject to the City’s preference criteria will already take this into consideration. The applicant will be exploring their property management plan to take the Housing Commission’s feedback into consideration.

City housing priorities

The proposal satisfies several City Housing goals and objectives identified in the 2023-2031 Housing Element, particularly Goal H4 to promote affordable housing. This site is also identified as Site #38 in the Housing Opportunity Site List. This project would generate more than the assumed number of units on the Site Inventory List, increasing the number of lower income housing units from 41 to 87.

This proposal also contributes to the following Housing Element goals, policies and programs:

- Policy H4.2 Housing to Address Local Housing Needs, including cities workforce and families with children.
- Policy H4.3 Variety of Housing Choices, which strives for a variety of housing types, densities and affordability levels citywide.
- Policy H4.10 Preferences for Affordable and Moderate-Income Housing, which provides preferences for people living or working in Menlo Park to the extent it is consistent with Fair Housing laws.
- Policy H4.12 Emphasis on Affordable Housing, which strives to locate 100% affordable housing developments, particularly in areas near existing amenities and in high-opportunity areas of the city.
- Policy H6.3 Renewable Energy/Energy Conservation in Housing, which promotes energy efficiency and inclusion of renewable solar energy generation.

Impact on City Resources

The City's BMR housing fund is a separate special fund. Revenue contributed to the BMR housing fund is primarily derived from fees collected from new, non-residential development projects. The recommended \$600,000 would come from the City's BMR housing fund. There are sufficient funds available for this recommendation. There are approximately \$2.6 million in available, unencumbered monies in this fund. The recommended funds would be used to support to the production of affordable housing in accordance with the requirements of the BMR guidelines.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. Any projects awarded funding will be conditional upon successful entitlement and required environmental review.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. NOFA application received from Alliant

Report prepared by:
Adam Patterson, Management Analyst II

Report reviewed by:
Deanna Chow, Community Development Director

2022/23 NOTICE OF FUNDING AVAILABILITY APPLICATION

Community Development Department
Housing Division
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6702

| Project applicant | | | |
|--|--|---|--|
| Organization/Agency: Alliant Strategic Development, LLC | | | |
| Primary contact person: Steven Spielberg, Senior Vice President Affordable Housing | | | |
| Phone: 310.991.4757 | | Email: steven.s@alliantstrategicdev.com | |
| Address: 26050 Mureau Road, Suite 101 | | City: Calabasas | State: CA Zip: 91302 |
| <p>1. What is the role of the applicant in the project (check all that apply):</p> <p><input checked="" type="checkbox"/> Ownership entity <input type="checkbox"/> Managing partner or managing member <input checked="" type="checkbox"/> Sponsoring organization <input checked="" type="checkbox"/> Developer <input type="checkbox"/> Other (describe):</p> <p>2. Applicant legal status:</p> <p><input type="checkbox"/> General partnership <input type="checkbox"/> Joint venture <input type="checkbox"/> Limited partnership corporation <input type="checkbox"/> Nonprofit organization <input checked="" type="checkbox"/> Other (please specify):</p> <p style="padding-left: 40px;">Limited Liability Company</p> <p>3. Organization status:</p> <p><input checked="" type="checkbox"/> Currently exists <input type="checkbox"/> To be formed (estimated date):</p> <p>4. Name(s) of individuals who are/will be general partner(s) or principal owner(s):</p> <p>Community Revitalization & Development Corporation is the Managing General Partner of the Limited Partnership, 320 Sheridan GP LLC is the Administrative General Partner of the Limited Partnership. Alliant Strategic Development, LLC is the sole member and manager of 320 Sheridan GP LLC.</p> <p>If the applicant is a joint venture, a joint venture agreement is required that clearly describes the roles and responsibilities of each partner, who is the lead partner or if the responsibilities are approximately equally split between the partners. Please see Attachment # 11 Limited Partnership Agreement.</p> | | | |
| Project detail | | | |
| Project name: Sheridan Family Apartments | | | |
| Project address: 320 Sheridan Drive | | City: Menlo Park | State: CA Zip: 94025 |
| Assessor's parcel number: 055-312-010 | | | |

| Project type (check all that apply): <input checked="" type="checkbox"/> Families <input type="checkbox"/> Seniors <input type="checkbox"/> Special needs <input checked="" type="checkbox"/> Other (please describe): Per AB 2295, Project will provide preference for teachers and staff of the Ravenswood City School District. | | | | | | | | | | |
|---|-----------------|-----------|-----------|-----------|--|---------------------|------------|------------|------------|------|
| Project activity (check all that apply): <input type="checkbox"/> Acquisition <input type="checkbox"/> Rehabilitation <input checked="" type="checkbox"/> New construction <input type="checkbox"/> Preservation <input type="checkbox"/> Mixed-income <input type="checkbox"/> Mixed-use <input type="checkbox"/> Other (please specify): | | | | | | | | | | |
| Land area: 2.52 | | | | | Number of residential buildings: 3 | | | | | |
| Number of units: 88 | | | | | Residential total floor area: 70,418 SF | | | | | |
| Number of stories: 3 | | | | | Number of elevators: N/A | | | | | |
| Number of community rooms: 1 | | | | | Community room(s) total floor area: 2217 SF | | | | | |
| Commercial/office uses (please specify): | | | | | | | | | | |
| Commercial total floor area: | | | | | Office total floor area: | | | | | |
| Other uses (please specify): | | | | | | | | | | |
| Total parking spaces: 120 | | | | | Parking type(s): On grade | | | | | |
| Residential parking spaces: | | | | | Residential parking ratio: 1.36 | | | | | |
| Guest parking spaces: | | | | | | | | | | |
| Commercial parking spaces: | | | | | Commercial parking ratio: | | | | | |
| Office parking spaces: | | | | | Office parking ratio: | | | | | |
| Income categories | | | | | | | | | | |
| City BMR funds may only fund units serving extremely low, very low or low income households at or below 80 percent of the area median income (AMI). Inclusions of units for homeless households are encouraged. | | | | | | | | | | |
| Category | Number of units | | | | | Percentage of units | | | | |
| | Studio | 1 bd | 2 bd | 3 bd | 4 bd | Studio | 1 bd | 2 bd | 3 bd | 4 bd |
| 0 to 30 percent AMI – Extremely low | | 33 | 9 | 9 | | | 38% | 10% | 10% | |
| 31 to 50 percent AMI – Very low | | | | | | | | | | |
| 51 to 80 percent AMI – Low | | 9 | 13 | 14 | | | 10% | 15% | 15% | |
| 81 to 120 percent AMI – Moderate | | | | | | | | | | |
| Unrestricted | | | 1 | | | | 1% | | | |
| TOTAL | | 42 | 23 | 23 | | | 48% | 26% | 26% | |

Unit amenities

Provide a brief list of unit amenities (e.g. air conditioning, laundry in unit, balconies, etc.):

The plan offers a generous outdoor gathering space located between Buildings (2) and (3) along the southern edge where a picnic grove with a trellis is planned, along with a communal barbeque and play equipment for children. This community space includes one of the four heritage oaks that are retained through the design and a gated entry offers a connection for pedestrians and bicyclists to the vast outdoor areas at Flood Park. The plan includes bicycle parking and each home has a spacious private outdoor patio with its own lockable storage room. Each unit also comes equipped with a refrigerator, dishwasher, and electric range/cooktop. Additionally, each unit will include hook ups for in unit washer and dryers. Residents also will be able to enjoy a community room inside Building (3) that opens up to the shared outdoor space. The community room features a full kitchen for community and private events for the residents, computer area, property management office and leasing center, and two restrooms. The interior community room is directly adjacent to the community laundry room and fitness center for exclusive use by the residents

Project narrative (please attach any additional responses)

1. **Project description:** Provide a brief narrative summary of the proposed project including location, project type (e.g. new versus rehab), target population and any unique project characteristics.

Located at 320 Sheridan Dr, Menlo Park, CA. The subject property is formerly a public elementary school site, and the land is currently vacant and owned by the Ravenswood City School District. Like so many of the Bay Area school districts, Ravenswood City School District's teachers and staff find it challenging to secure and afford housing near their jobs. As a result, these school employees are suffering through long commutes which translates to burnout and staff turnover. The School Board reviewed proposals to develop the property with below market rate homes, prioritized for teachers and staff, and selected Alliant Strategic Development as the developer and builder. 85% of the district teachers and staff are income-eligible for below market rate housing and they will receive preference in the 88 new homes planned for the site by Alliant. Any unsubscribed units will be available to income-eligible residents in the greater community, including first responders, service workers and other lower wage local professionals. Alliant Strategic Development and the School District share in their vision to construct new family housing on this property and to provide the School District teachers and staff, as well as the surrounding area, with much needed affordable housing. Our project includes the delivery of 88 new homes in three 3-story buildings. The site was designed to preserve the largest and healthiest four heritage oaks on site and to optimize the on-site and adjacent amenities for all new residents in this housing community.

The project will include a one-, two-, and three-bedroom units with a mix of affordability between 30% AMI and 80% AMI, per TCAC income limits.

2. **Project design:** Provide a description of the project's architectural and site plan concepts and how these concepts address the opportunities and limitations of the site and location.

The architecture was designed to complement the styles found in the surrounding neighborhood. Most of the older homes have traditional elements such as wood siding, gables, composition shingle roofs, while some newer homes have farmhouse and craftsman elements. The exterior appearance of our proposed buildings will be a modern farmhouse with gable and shed roof forms and a combination of board and batten siding, horizontal siding, and exterior plaster. A unique, but complementary color scheme will be used for each of the three buildings.

3. **Green building features:** Describe the green building features that will be incorporated into the project.

The project will be designed to high sustainability benchmarks, including solar, water-wise plumbing fixtures, drought-tolerant landscaping, and EV-charging stations in guest parking areas. The community also has small dog park for use by residents' pets.

4. **On-site amenities:** Describe any on-site amenities including any project characteristics that address the special needs of the population you intend to serve.

The project seeks to target school district staff and teachers and large families. The outdoor amenities including outdoor picnic grove with the overhead trellis structure and pedestrian connectivity to the large County maintained Flood Park was designed specifically to target the families that may accompany the staff members and teachers of the Ravenswood City School District. Each unit features a spacious design and open kitchen concepts to facilitate family gathering and a sense of belonging.

5. Neighborhood off-site amenities: Describe the property location, neighborhood transportation options, and local services and amenities that are within 1/4 mile and 1/2 mile of the site.

The largest and most prominent amenity within 1/4 mile of the project site is the large County maintained park, Flood Park. This park is currently undergoing redevelopment to update all park amenities for nearby residents. Bus routes 82, 83, and 281 are all within 1/2 mile of the project site and have walkable access from the project site

6. Potential development obstacles: Are there any known issues or circumstances that may delay or create challenges for the project? If yes, list issues below including an outline of steps that will be taken and the time needed to resolve these issues.

There are no known major obstacles that make the project infeasible or cause significant delay. We anticipate obtaining a Conditional Use Permit for the construction of 3 story walk-up apartments, however, we anticipate that this process simultaneously with all other entitlement applications in a timely manner.

Site information (please attach any additional responses)

Site control is required. Evidence should also be submitted demonstrating that the entity that has site control is the same entity applying for funds. Please include the site control document with the application.

What type of site control does the applicant currently hold?

Lease Option Agreement

Will site acquisition be a purchase or long-term lease?

Long-term Lease.

What is the purchase price of the land? For proposed leaseholds, indicate the amount of the annual lease payment and the basis for determining that amount:

The ground lease, base rent is a capitalized fee of \$5MM for the first 15 years of the lease. All lease payments thereafter are to be 19% of gross receipts of the project.

What is the current County-assessed value of the site?

The property does not currently have an assessed value as the fee title is held by the Ravenswood City School District.

Who is the current property owner and what is their address and contact information?

21020 Euclid Avenue, East Palo Alto, CA 94303

Total square footage of site: 109,771 SF

Existing uses on the site and the approximate square footage of all structures:

The subject property is a single parcel of land (APN # 055-303-110) totaling approximately 2.52 acres located at the northeast terminus of Sheridan Drive in Menlo Park. On the west side of the property are single family detached homes in the Suburban Park neighborhood of Menlo Park and to the East are Haven House and single-family homes in the Flood Park neighborhood. To the north, behind a tall masonry wall, is Highway 101, and to the South, the San Mateo County owned Flood Park.

Planned use of on-site existing structures:

Demolish

Rehabilitate

Other (describe): There are no structures onsite. This is not applicable.

Provide the square footage, date built and number of stories for each on-site building to be retained as part of this project:

Not applicable.

Provide a brief description of the condition of any buildings to be rehabilitated:

Not applicable.

Describe unique site features (heritage trees, parcel shape, etc.)

Currently, the project site is a vacant site which was previously an elementary school. The site is a rectangular shape and does not have any irregular features or shapes. The site was previously improved with various classroom buildings that have been demolished. The site now is entirely covered by asphalt with some trees onsite. There are no known cultural, historical or scenic aspects of the project site. There is nothing atypical about the site's topography or soil stability. The site is relatively flat with no fault lines running through it.

Identify problem site conditions (high noise levels, ingress/egress issues, etc.)

Initially there was some concern about fire department clearance of regular vehicle ingress/egress through one point at Sheridan Dr. However, we have negotiated the use of an emergency vehicle access gate on the east side of the property with the neighboring property owner. This allowed us to obtain fire department clearance for the site. Other potential items of concern is the relative proximity to the freeway and the noise levels that may result from the road noise. This is pending further investigation and the project plans to comply with any recommended mitigation.

Floodplain

Is the site in a floodplain? Yes No

If yes, type of flood plain and number of years:

List any maps referenced:

Describe adjoining land uses

West: Single Family Homes

East: Single Family Homes

North: Large Sound Wall / Highway 101

South: Flood Park

Zoning

What is the current zoning of the project site? R-3

Is the proposed project consistent with the existing zoning of the site? Yes No

Explain:

The existing zoning allows for a residential density of 20 dwelling units (du) per acre. Our project proposes 35du/acre by applying state density bonus law to increase our allowable unit count. Density Bonus Applications are allowable under the existing zoning code.

Indicate any discretionary review permits required for the project (e.g. planned community permits, design review permits, rezoning, etc.)

The project requires removal of a handful of low valule heritage oak trees onsite. This will require a heritage tree removal permit, which is subject to planning commission approval. The project will also require a conditional use permit for the site design.

If rezoning is required identify the requested zoning district for the project: N/A

Community priorities (please attach any additional responses)

Explain how this project meets the objectives of the project priorities identified in this NOFA and the goals and objectives of the City's Housing Element and General Plan:

The recently adopted, 6th Cycle Housing Element identifies a key issue this project aims to resolve. Per the Housing Element, "it becomes increasingly difficult for employers to fill job openings; roadways are congested with workers traveling long distances in and out of Menlo Park and surrounding areas; and many young people, families, longtime residents, lower-income households, and people with special housing needs face relocation challenges stemming from the inability to secure housing they can afford and/or that meets their needs. Additionally, unaffordable housing prices can exacerbate homelessness and create barriers to transitioning unhoused individuals and families into permanent housing."

Sheridan Family Apartments addresses this directly. The genesis of the project began with seeing the above issue constrain teachers and staff at the local, Ravenswood City School District. In the district, teachers and staff found it increasingly difficult to commute to their workplace resulting in high staff turn over and instability. By collocating an affordable place to live, dedicated to teachers and staff, this project will alleviate stresses to commute long distances. The project also creates walkable access to public transit options further decreasing the need to depend on vehicles for daily commute. This will reduce roadway congestion and increase stability at the school district.

Moreover, this site is identified in the housing element as a housing inventory site, required to satisfy the Regional Housing Needs Assessment figures approved by HCD. We believe this project aligns with the City's top priorities of creating vibrant, stable communities with affordable housing options.

| Project funding (please attach any additional responses) | |
|---|--|
| City funds requested: \$2,939,486 | Funds per assisted unit: \$33,787 |
| Total project cost: \$63.77MM | Cost per assisted unit: \$733,033 |
| How will the requested City funding be used? Predevelopment Financing/Construction / Permanent Financing | |
| Assess the chances of the project securing required funding and steps that will be taken to make the project competitive. The project is plans to obtain the most significant portion of its required funding via 4% tax credit equity. While this is a highly competitive process, our project should be successful on our tax credit allocation application. Currently the project is in the Highest Resource Area, making the parcel highly favorable to win an allocation. Additionally, this project will serve populations making between 30% - 80% AMI with an average AMI of under 50% which makes the project deeply affordable and more competitive. Additionally, this project will be applying for Tax Exempt Bonds through CDLAC as well as state tax credits. In order to secure both of these two other critical elements of financing, the project must have leveraged soft financing sources. Thus, with the City financing, we believe our project has a high probability of successfully obtaining the required funding for the project. | |
| What is the self-scored 9 percent tax credit tiebreaker score for the project if applicable? This is not applicable. The project is currently underwritten as a 4% tax credit project. | |
| Developer experience (please attach any additional responses) | |
| Applicants may be nonprofit or for-profit affordable housing developers or owners who have affordable housing experience in the nine-county Bay Area (San Mateo, San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda and Santa Clara) and a successful track record of at least two years of ownership of at least two affordable, deed-restricted housing projects within the nine-county Bay Area in which 100 percent of the units, are targeted to those at or below 80 percent AMI. Joint venture partnerships are allowed assuming at least one member of the partnership meets the minimum experience requirement. Previous development/ownership experience must include projects that contain at least 10 units. | |
| Years of experience: 24 Years | |
| Number of projects: 133 Projects | |
| Number of projects in San Mateo County: 0 | |
| Average size of projects: 80 | |
| Number of units placed in service: 9,500 | |
| Please describe two projects completed in the last 10 years that are similar to the proposed project and provide photographs of each project: | |
| Project 1 - name of project: Monterey Gateway Apartments | |
| Location: 6500 Monterey Road, Gilroy, CA 95020 | |
| Number of units: 76 | |
| Type of development (senior, family, etc.): Senior | |
| Name of project manager: DANCO Communities | |
| Number of stories: 4 | |
| Unit types (studio, 1 bedroom, etc.): (60) 1-BD, (15) 2-BD | |
| Type of construction: New | |
| Project amenities: Common Area, Pool, Community Computer Room, Onsite Washer/Dryer, Onsite Parking and Elevator | |

| Entitlement date: 8/1/2018 | | | | |
|--|--|--------------------------|---|---------------------------|
| Occupancy date: 10/1/2019 | | | | |
| Funding sources: CTCAC; Santa Clara County | | | | |
| Project 2 - name of project: Callen Street Apartments | | | | |
| Location: 1355 Callen Street, Vacaville, CA 95688 | | | | |
| Number of units: 65 | | | | |
| Type of development (senior, family, etc.): Family | | | | |
| Name of project manager: CFY Development | | | | |
| Number of stories: 2 | | | | |
| Unit types (studio, 1 bedroom, etc.): (26) 1-BD, (40) Studios | | | | |
| Type of construction: New | | | | |
| Project amenities: Parking, Common Area | | | | |
| Entitlement date: 2/1/2015 | | | | |
| Occupancy date: 5/1/2016 | | | | |
| Funding sources: City of Vacaville; CTCAC | | | | |
| Personnel | | | | |
| List the names of key members of the applicant's development team, their titles, responsibilities and years of experience in affordable housing. | | | | |
| Project Staff | Name | Role in proposed project | Years of housing development experience | Years with this developer |
| Project Manager | Jordan Clark, Project Manager | Project Manager | 7 | <1 |
| Director of Real Estate Development | | | | |
| Executive Director | Steven Spielberg, Senior Vice President Affordable Housing | Project Oversight | 18 | <1 |
| Chief Financial Officer | Jordan Wagner | CFO | 15 | 3 |
| Other | Shawn Horowitz | Chairman | 27 | 3 |
| Other | | | | |

| Indicate which of the following development team members have been selected and identify them if different from applicant. | |
|---|--|
| Developer: Alliant Strategic Development | Architect(s): SDG Architects |
| Engineer(s): KPFF | General contractor: |
| Attorney(s) and/or tax professionals Gubb & Barshay | |
| Property management agent Solari Enterprises, Inc. | |
| Financial and other consultant(s) TBD | |
| Investor(s): TBD | |
| List all other participants and affiliates (people, businesses and organizations) proposing to participate in the project. | |
| Name | Address |
| R3 Landscape Architects | 248 3rd St, Ste, 202, Oakland, CA |
| Millennium Design & Consulting Services, Inc. | P.O. Box 737, Alamo, CA |
| Kamangar Consulting, LLC | 171 Main St, Ste. 186, Los Altos, CA 94022 |
| Partner Energy (LEED/Sustainability Consultant) | 100 W. Walnut Street, Suite 600, Pasadena, CA 91124 |
| Laura Teuschel, Community Outreach Consultant | 809 Laurel Street #591, San Carlos, CA 94070 |
| Describe how the property will be managed including the number of staff, locations and management office hours. | |
| <p>The property will be well supported by an dedicated on-ste propery manager. The manager will have a full-time leasing office located adjacent to the community center. The property manager will be available during regular business hours, between 9:00 AM and 5:00 PM Monday through Friday. Additionally the property will emply a full time Maintenance Lead to attend to the property during regular business hours, 9:00 AM to 5:00 PM, Monday through Friday. Additionally the property will be supported by a partime assistant property manager and part time assistant maintenance lead, whose hours will depend on future assessments of the needs of the project.</p> | |
| If the project will be managed by an agency other than the project applicant describe the project applicant's role in the ongoing management of the project and resolution of management issues. | |
| <p>Alliant Strategic Development will be continually engaged with the property management team to confirm stability in ongoing operations. All project activity will be managed by the onsite staff, however, for larger strategic decisions, Alliant Strategic Development will continue to be involved.</p> | |

Applicant certification

I certify that the information submitted in this application and all supporting materials is true, accurate and complete to the best of my knowledge. I acknowledge that if facts and or information herein are found to be misrepresented it shall constitute grounds for disqualification of my proposal. I further certify that the following statements are true except if I have indicated otherwise on this certification:

- I have not sold any of the projects listed on the 10 Year Projects list
- No mortgage on a project listed by me has ever been in default
- Government, or foreclosed, nor has mortgage relief by the mortgagee been given
- I have not experienced defaults or noncompliance under any contract or regulatory agreement nor issued IRS Form 8823 on any Low Income Housing Tax Credit (LIHTC) project on the 10 Year Projects list
- To the best of my knowledge there are no unresolved findings raised as a result of Agencies' audits, management reviews or other investigations concerning me or my projects for the past 10 years
- I have not been suspended, been barred or otherwise restricted by any state agency from participating in the LIHTC program or other affordable housing programs
- I have not failed to use state funds or LIHTC allocated to me in any state

I have checked each deletion, if any, and have attached a true and accurate signed statement, if applicable; to explain the facts and circumstances that I think help to qualify me as a responsible principal for participation in this NOFA.

Applicant name(s): **Alliant Strategic Development**

Signature: *Steven Spielberg*

Date: **4/24/24**

Print name and title: **Steven Spielberg, Senior Vice President Affordable Housing**

This application and all supporting material are regarded as public records under the California Public Records Act.

Applicant supporting material

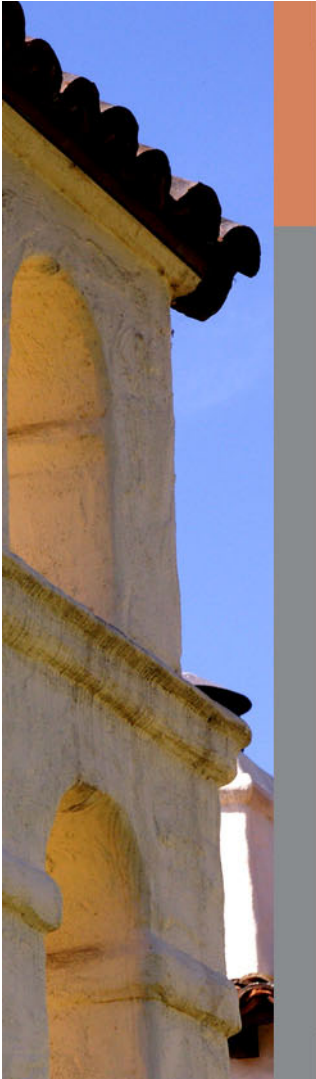
In addition to submitting a complete application, the following additional supporting material must be provided with the application:

1. Cover letter: Provide a brief summary of the proposed project and discuss your agency's qualifications and why your proposal should be selected for funding.
2. Community outreach plan: Include the plan for conducting community outreach to neighbors of the proposed development and interested community groups. The outreach plan should describe how the developer intends to build support for the project and address community concerns. The outreach plan should also discuss any anticipated community concerns and how they would be handled.
3. Site control documents: Site control is required. Please include the site control document as well as documentation demonstrating that the entity that has site control is the same entity applying for funds.
4. Development schedule: Include a detailed project schedule identifying all major milestones. The schedule must include major milestones for the development approval process such as purchase of the property, community outreach process, financing, applications, approvals, closings, project construction and lease up. Projects with schedules projecting completion within three years will be given priority.
5. Experience (owner/developer and property manager): Please provide resumes for the owner/developer and property manager. The resume should include a list of affordable housing projects owned/developed and managed. Please include the following: name of project, address, number of units, target population, project PIS date and years under ownership/management.
6. Experience and references (staff): Provide resumes and project experience for all key staff working on the project including but not limited to: principals, project manager, project staff and financial officer. Indicate the level of experience of the project manager with projects similar to the proposal. Provide at least three references from City or County staff involved with projects completed in the last six years.
7. Financial proforma: Please provide detailed financial information for the proposed project including permanent and construction fund sources, detailed permanent development budget, unit affordability mix/rent schedule, operating budget and 30-year cash flow. If the project will use tax credits, please provide the tax credit calculations.
8. Photos: Attach recent clearly labeled photos of the project site and surrounding area.
9. Board of directors: Provide a listing of the board of directors including the city of residence.



320 SHERIDAN DR.
Adam Patterson Management Analyst II

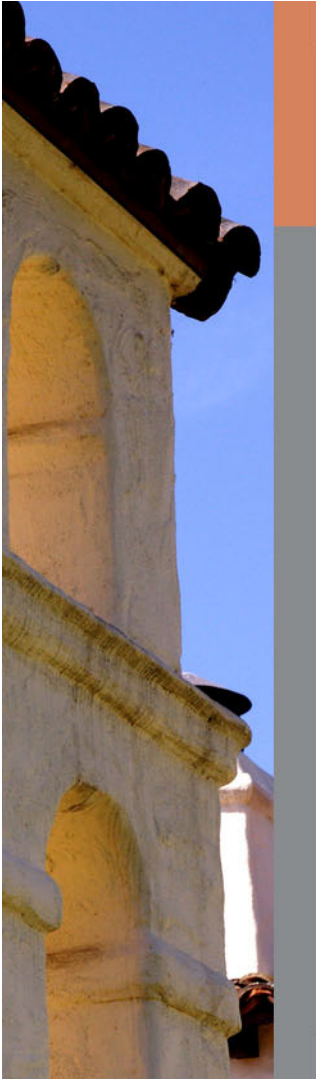




BELOW MARKET RATE (BMR) HOUSING FUNDING REQUEST

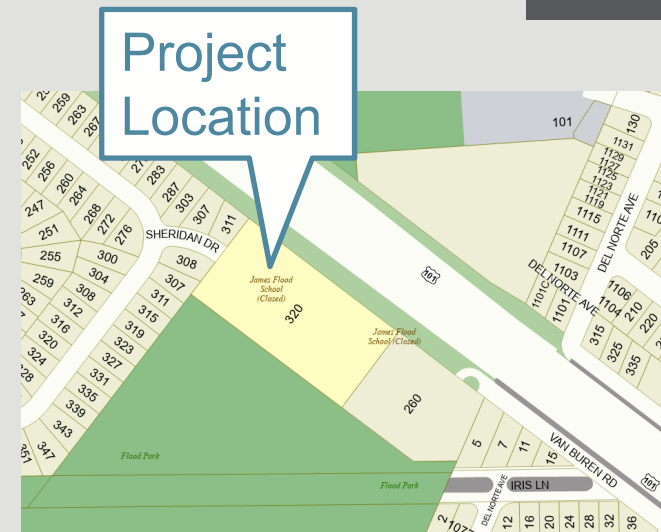
- Review a funding request for \$2.9M from the BMR Housing Fund
- Direct staff on the commitment of funds and to return with a funding agreement

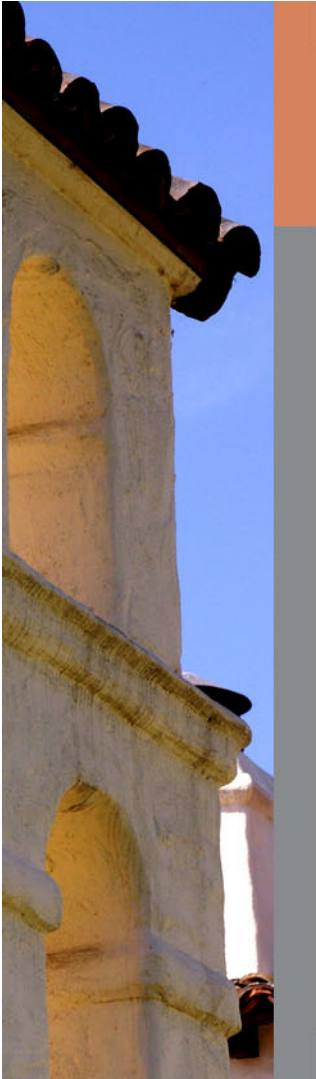




PROJECT INFORMATION

- 320 Sheridan Dr.
 - ~2.5 acres
 - 87 rental units (88 total)
 - 100% affordable
 - Mix of 1, 2 and 3-bedroom units
 - Targeting Ravenswood City School District employees
- Housing Element update
 - Identified as housing opportunity site
 - Rezoned to R-3 zoning





BMR AGREEMENT

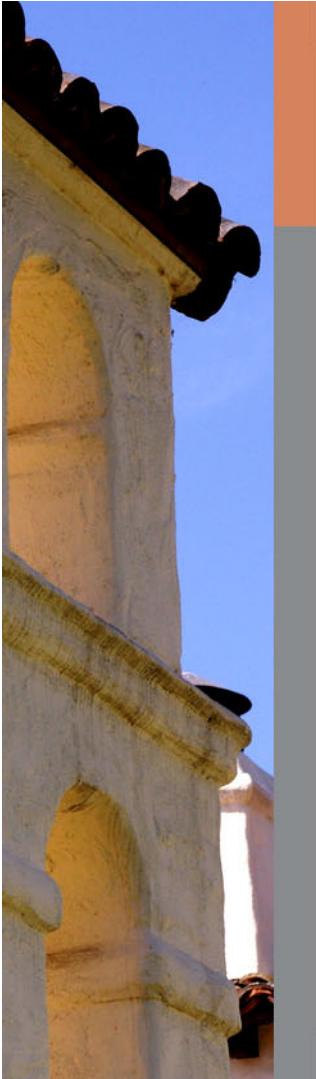
- City's BMR ordinance requires 15% of units be subject to BMR requirements
 - Results in 8 units
- On Nov. 6, the Housing Commission recommended approval of the BMR agreement
- Planning Commission is the final approving body on the BMR agreement and project entitlements



FUNDING REQUEST

- Application for \$2.9M
- Affordability range – 30-80% of area median income
 - Sample mix below

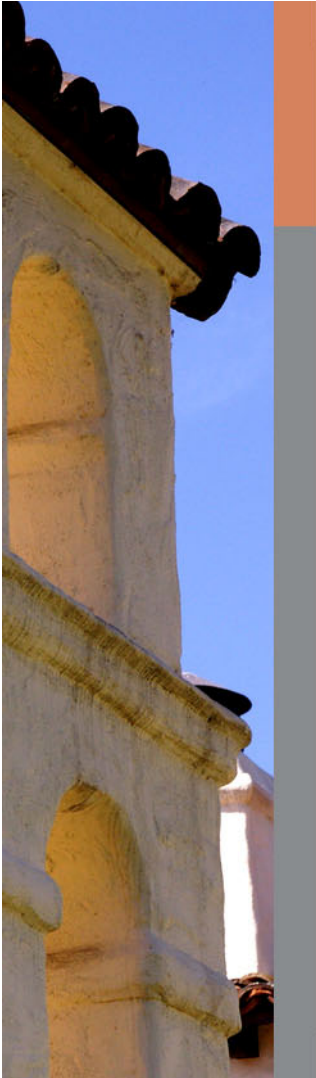
| Income level (% AMI) | Number of units | % of Project |
|----------------------|-----------------|--------------|
| Extremely low (30%) | 51 | 59% |
| Low (70%) | 9 | 10% |
| Low (80%) | 27 | 31% |



HOUSING COMMISSION RECOMMENDATION

- On Nov. 6, Housing Commission recommended approval with items to consider:
 - Provide flexibility to the applicant
 - Consider City anti-displacement efforts
 - Consider property management and applicant screening criteria





STAFF RECOMMENDATION

- Meets several city housing priorities established in the 2023-2031 Housing Element Update
- Deeper level of affordability
- **Staff recommendation** - approve the commitment of \$600,000 from the BMR Housing Fund for the production of 87 affordable rental units located at 320 Sheridan Dr.,
 - including the City's preference criteria for remaining units unfilled by RCSD employees
- Direct staff to return with a funding agreement for the \$600,000 commitment



THANK YOU

Sheridan Drive Apartments

320 Sheridan Drive, Menlo Park

City Council



November 19, 2024



Who we are:

•Experienced Team

- Socially conscious, results-oriented multifamily real estate professionals.

•Core Focus

- Affordable housing, Workforce, Mixed-income, and Attainable.

•Extensive Experience

- Acquisition, development, and preservation of affordable and workforce housing across the U.S. for working families, seniors, veterans, teachers and staff.

EXPERIENCE

Executive Team Track Record

KEY PORTFOLIO STATISTICS



400,000 +
Families Served



100,000 +
Units in Portfolio



1,000 +
Tax Credit Properties

OPERATIONAL METRICS



25+ Years Experience



16+ States
and Counting



60+ Cities Across
the US

DEVELOPMENT HISTORY



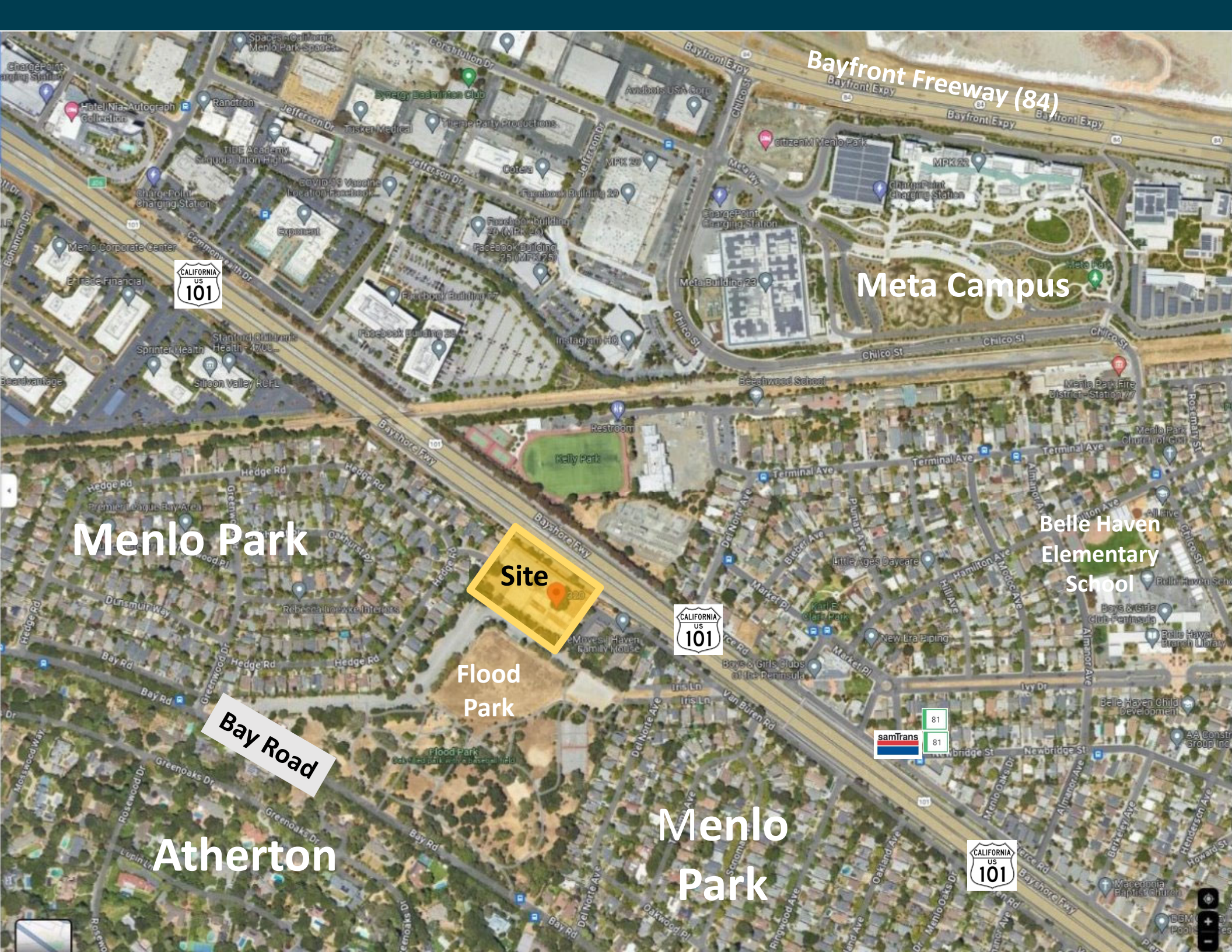
23,000+
Units Built



89+ Properties
Developed



\$2.3 Billion
Capital Costs



Bayfront Freeway (84)

Meta Campus

Menlo Park

Belle Haven Elementary School

Site

Flood Park

Bay Road

Atherton

Menlo Park





Background:

- Former James Flood Magnet School, Ravenswood City School District
- School closed in 2011, demolished; site has sat vacant for a decade
- District explored multiple options:
 - A Bus Yard
 - District Office Space
 - Leasing to a Private School, and more.
- Alliant selected through competitive RFP in Fall 2021 to develop and lease the site.
- Proposed project achieves multiple District goals:
 - Addresses regional housing crisis (~40% of Ravenswood families are classified as 'homeless')
 - Increase retention: 43% of staff are considering leaving the District because of the cost of housing or length of commute
 - Provides access to safe, decent, affordable homes for Ravenswood teachers and staff



Architecture:

- Modern Farmhouse Style selected to blend well with adjacent neighboring homes
- Trim and detailing in context with neighborhood
- Massing and Articulation to breakdown overall size (**adjusted from 4 to 3 stories**)
- Open Space leads to adjacent Flood Park
- Units feature private patios and decks
- Community Space for resident gatherings, events, etc.



Architecture:

Solar

Massing & Articulation

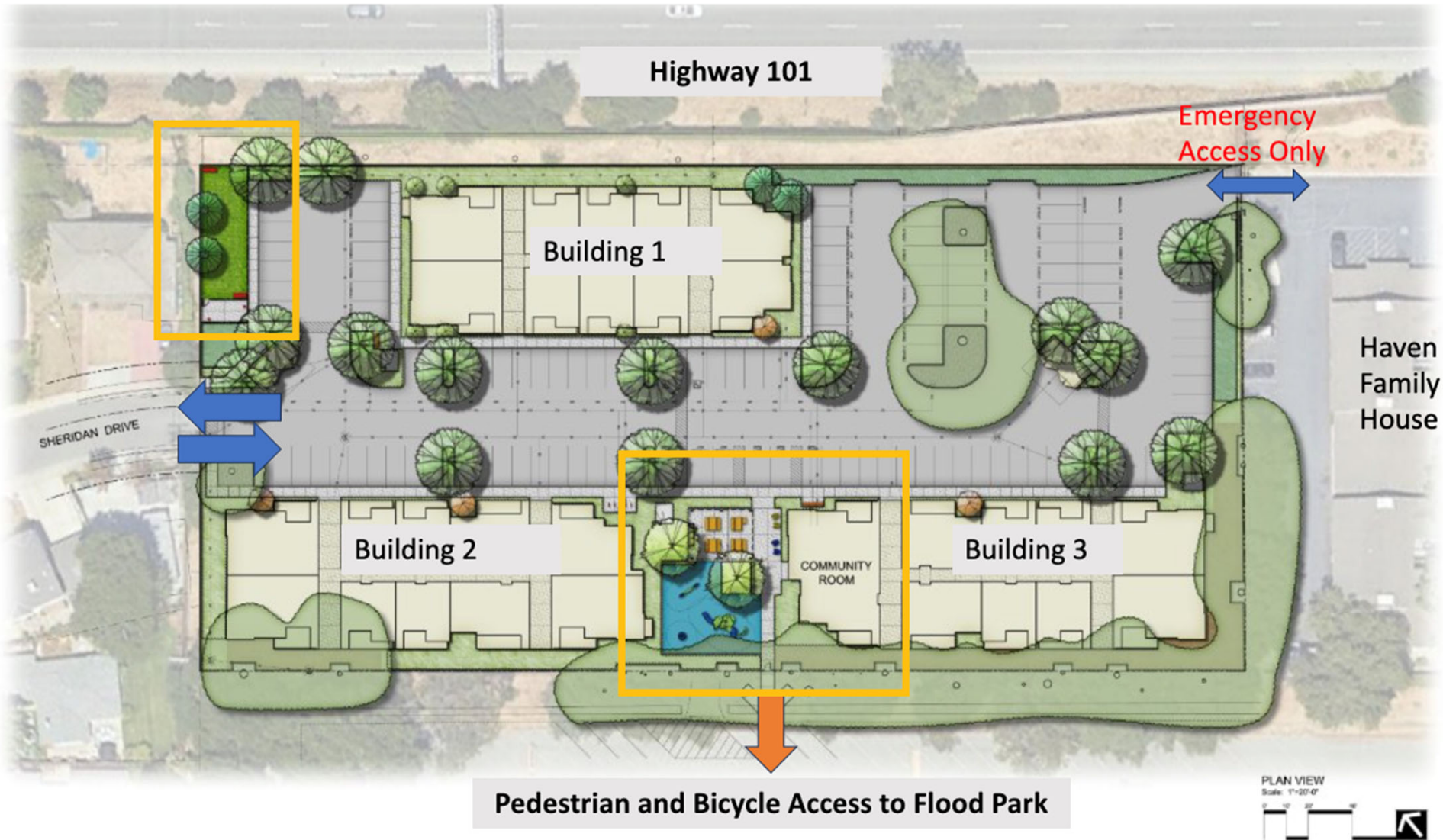
Private Decks

Roof Articulation

Materiality



Site Plan:



Project Details:

Homes for Teachers, School District Staff, Resident Manager

Unit breakdown

- 42 – One Bedroom Homes
- 23 – Two Bedroom Homes
- 23 – Three Bedroom Homes
- 88 – Affordable Homes (incl mgr.)

Income Mix

30% - 80% of the Area Median Income



Financial Request:

- \$2,939,486 Requested in April from City of Menlo Park to fill funding gap
- Project will leverage Federal & State Low Income Housing Tax Credits
- \$1,000,000 of city housing funds is a threshold for San Mateo County funding
- **Requesting \$2,600,000 of available, unencumbered monies in the City's BMR housing fund to start construction in 2025**



Projected Timeline:

- ✓ *Preliminary application – Summer 2023*
- ✓ *Community outreach meeting – December 2023*
- ✓ *Project Website launched – February 2024 www.homesforeducators.org*
- ✓ *Formal SB330 application – March 4 2024*
- ✓ *Community Open House events – May 20 & 21*
- ✓ *Housing Commission Information Session – August 2024*
- ✓ *Housing Commission for BMR & funding request – November 2024*
- ***City Council – \$2,600,000 BMR Funding Request – November 2024***
- *Planning Commission for entitlements – January 2025*
- *Tax Credit Application – May 2025*
- *Start Construction – December 2025*
- *Start Leasing – August 2027*

THANK YOU





STAFF REPORT

City Council

Meeting Date: 11/19/2024

Staff Report Number: 24-202-CC

Informational Item: City Council agenda topics: December 2024

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The Mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the Mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items for the Dec. 10 and 17 City Council meetings (Attachment A). The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the Mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. City Council agenda topics: December 2024

Report prepared by:

Judi A. Herren, Assistant to the City Manager/City Clerk

Tentative City Council Agenda

| # | Title | Department | Item type | City Council action |
|----|---|------------|-------------------------|---------------------|
| 1 | Habitat for Humanity below market rate (BMR) funding agreement and BMR revisions for 335 Pierce Rd. | CDD | Approve | Regular |
| 2 | Advisory Committee to the Governing Body of the East Palo Alto Sanitary District (EPASD) Subsidiary District appointment | CMO | Decide | Regular |
| 3 | Appoint City Council representatives and alternates to various local and regional agencies and as liaisons and members to City Council advisory bodies | CMO | Decide | Regular |
| 4 | Appoint City Councilmembers to various standing and ad hoc subcommittees | CMO | Decide | Regular |
| 5 | Authorize the city manager to execute an advance/reimbursement agreement with SFCJPA related to SAFER Bay grant funding | CMO | Contract award or amend | Consent |
| 6 | Consider and adopt a resolution approving the 2025 City Council regular meeting schedule | CMO | Adopt resolution | Regular |
| 7 | Consider and adopt a resolution declaring the canvass of votes cast and results of the General Municipal Election held in the City of Menlo Park November 5, 2024 | CMO | Adopt resolution | Consent |
| 8 | Provide direction to the City's voting delegate regarding regional vacancies for the next City Selection Committee meeting | CMO | Decide | Regular |
| 9 | Recognition of outgoing City Councilmembers | CMO | No action | Regular |
| 10 | Recognition of outgoing Mayor | CMO | No action | Regular |
| 11 | Roll call voting procedure for 2025 | CMO | Decide | Regular |
| 12 | Selection of Mayor and Vice Mayor | CMO | Decide | Regular |
| 13 | Swearing in of new City Councilmembers | CMO | No action | Regular |
| 14 | Accept Shuttle Evaluation Study final report | PW | Approve | Regular |
| 15 | Update on Shuttle Evaluation Study | PW | No action | Informational |



STAFF REPORT

City Council

Meeting Date: 11/19/2024

Staff Report Number: 24-197-CC

Informational Item: Communitywide electrification program: Home Upgrade Services progress report

Recommendation

The purpose of this informational item is to provide an update on the progress of the state grant funded communitywide electrification program implemented through Peninsula Clean Energy's Home Upgrade Services.

Policy Issues

Climate action is a City Council priority for fiscal year 2024-25. The City has a 2030 Climate Action Plan (CAP) that provides a strategic roadmap to achieve carbon neutrality by 2030. CAP strategy No. 1 aims to electrify 95% of existing buildings by 2030. To achieve this, the City Council directed staff to identify partners for funding and financing programs for existing building electrification, including a specific income qualified turnkey program.

Background

The California State Budget Act of 2022 (Assembly Bill 179) appropriated \$4.5 million through the California Energy Commission (CEC) to the City of Menlo Park for a communitywide electrification project. The City received the first half of the funding in September 2023 (totaling \$2.25 million). The first half of funding must be spent before the CEC processing payment for the remaining \$2.25 million. The full \$4.5 million must be spent by June 2026.

On April 2, City Council authorized an agreement with Peninsula Clean Energy (PCE) for \$2,210,000 to administer a state funded home electrification program and provided guidance to staff to provide regular updates as informational items (Attachment A). The City retained the remaining \$40,000 in funds for marketing and promotion of the program.

The City's program is part of Home Upgrade Services, a portfolio of programs offered by PCE and Silicon Valley Clean Energy (SVCE), to support residents in electrifying their homes.

Analysis

Program status

PCE soft launched the program Aug. 28. PCE collected contact information from Menlo Park residents through an interest form hosted on its website from May 2023 to August 2024. Additionally, Menlo Spark collected an interest list of residents in 2023. These lists were combined and PCE sent an email including a link to schedule an initial in-home assessment to 38 contacts. City staff followed up on these emails with phone calls to ensure that residents were able to sign up for a home energy assessment. PCE officially launched the program to all residents across San Mateo County and Los Banos Nov. 18 enabling residents

who are not on the soft launch interest list to apply and schedule a home energy assessment. PCE and Climate Resilient Communities (CRC) executed an agreement in October to conduct outreach in Menlo Park and across San Mateo County, which will kick off before the end of 2024. PCE is also planning a territory-wide communications campaign that will begin in early 2025.

During the soft launch of the program, City staff recognized opportunities to address community feedback before a full launch of the program. Residents expressed interest in a simpler, bilingual application form and the opportunity to connect with a program representative by phone. PCE did not have capacity to amend its intake process, so City staff created a bilingual application form (Attachment B) to assist Menlo Park residents with applying for the program. The City's application form captures information to determine eligibility for Menlo Park's program including homeowner address, income and household size. The City form also removes criteria found in the PCE application form related to home size and investable assets. The City's form simplifies the process for residents, allowing City staff to manually enter resident information into PCE's form and schedule a home assessment appointment. Additionally, the form asks if the resident would like to be referred to other City programs, which will help build the bridge between applicable and relevant programs for solid waste and water rate assistance and home rehabilitation. When residents submit their application form, City staff follow up by phone to review their submitted City application, discuss eligibility, complete PCE's application and schedule an in-home assessment. While this process will involve more staff time, the goal is to make the process as simple as possible for residents and help residents identify opportunities to participate in complementary programs. The link to the form is publicized in bilingual outreach materials created by City staff for distribution at outreach activities and the City's webpage and social media outlets.

When PCE begins territory-wide marketing and publicity of its territory-wide form in early 2025, it is possible that Menlo Park residents will complete that form rather than using the Menlo Park specific form. PCE's contractor, Franklin Energy, will review and evaluate any Menlo Park resident applicants to the territory-wide program for eligibility criteria specific to the City's program. Menlo Park residents will be able to fill out either the territory-wide form or the Menlo Park form to be reviewed under the Menlo Park program's eligibility criteria. Residents who fill out the territory-wide form may have a longer wait time as Franklin evaluates applicants across the territory on a first come first serve basis.

PCE collaborated with community development and sustainability staff to discuss and coordinate the permit application process for approved program participants. Franklin Energy, and its subcontractors, Enso and Fuse, will receive further training on the building plan submittal process to support the submittal of the first permit applications by late November.

Renter eligibility

City staff are exploring options to expand eligibility to residents who live in rental properties. PCE is not planning to include rental properties in its program in 2024 or 2025, but SVCE will be serving properties when the tenant meets the program's income qualifications. City staff will be meeting with SVCE at the end of November to identify a framework to include and protect renters in the Menlo Park Home Upgrade program.

City staff anticipate returning to City Council in spring of 2025 to discuss additional program opportunities to expend the entirety of the grant and serve the community equitably.

Outreach activities since last update report

City staff conducted program outreach and coordination with partners including the following activities (Attachment C):

- Provided Habitat for Humanity with program flyers for grassroots door-knocking campaign in Belle

Haven Oct. 23, 24 and 25 from 3:30 p.m. – 8 p.m., generating 16 new leads.

- Began advertising the program flyer on the video monitors at the Belle Haven Community Campus and the Neighborhood Service Center.
- Hosted decorated plug-in hybrid electric vehicle at the Trunk or Treat Halloween celebration at Belle Haven Community Campus Open House Oct. 29.
- Hosted information table at City's housing anti-displacement event in English Nov. 7.
- Hosted information table at City's housing anti-displacement event in Spanish Nov. 14.
- Hosted information table at the Wetlands and Watts event at Cooley Landing sponsored by the City of East Palo Alto and 350 Silicon Valley Nov. 17.
- Published program launch announcement in City's Weekly Digest Nov. 18.

Upcoming outreach activities

- Continue monthly calls with Habitat for Humanity and GRID Alternatives (GRID) to coordinate on outreach and to evaluate projects in each organization's pipeline of projects for opportunities to layer programs.
- Continue direct outreach in English and Spanish by phone to Belle Haven residents who complete Menlo Park intake form.
- Develop a frequently asked questions document to provide information on eligibility, process and requirements.
- Launch the City's social media campaign.
- Continue to publish announcements in the City's Weekly Digest.
- Partner with the City's Housing team to contact the applicant list for Habitat for Humanity's Belle Haven Homeowner Preservation Program.
- Support outreach contract between PCE and CRC; PCE expects to begin canvassing in early 2025.
- Continue to distribute City developed program flyer to community-based organizations.
- Contact Belle Haven households enrolled in the City's Rate Assistance Program for water and/or solid waste.
- Design and hang vinyl banners at designated Belle Haven locations.
- Place changeable message boards in the Belle Haven Neighborhood advertising the program.
- Present to the Belle Haven Neighborhood Association in January (pending space on agenda).

Program metrics

The City's agreement with PCE requires monthly reports to support City staff in evaluating the program's success. PCE provided its first monthly report (Attachment D) for October, which also reflects total data collected over the past couple of months before the program's full launch. Future reports will provide monthly metrics and cumulative data to date. The next few reports will provide more insight on program uptake to support City staff and PCE in making changes to the program or augmenting outreach. The monthly report includes metrics across the following categories:

- Participation
- Appliances installed
- PCE marketing and outreach
- Budget overview

City staff will provide quarterly reports for total estimated greenhouse gas emission reduction (aggregated) using the XeroHome calculation tool.

Impact on City Resources

Staff expect to spend down the \$2,210,000 contract with PCE by June 2025. Staff will present recommendations for spending the second half of the funding in spring 2025. The expenditure deadline for the full CEC grant of \$4.5 million is June 2026.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Hyperlink – April 2 Staff Report #24-059-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240402/11-20240402-cc-pce-electrification-program-and-funds.pdf
- B. Hyperlink – Menlo Park resident intake form – bit.ly/MenloParkHomeUpgrade
- C. Home Upgrade Program outreach activities
- D. PCE monthly report – October 2024

Report prepared by:

Liz Tapia, Management Analyst II

Report reviewed by:

Rachael Londer, Sustainability Manager



Home Upgrade Program Outreach Activities

Table 1 is a record of the outreach activities that City sustainability staff completed to date to encourage community participation in the Home Upgrade Program.

| Table 1: Outreach activities | | |
|------------------------------|--|---------------------------------|
| Date | Activity | Method |
| 4/13/2024 | Hosted information table at the Love of Earth Festival | In-person tabling |
| 5/11/2024 | Hosted information table at the city's Housing Resource Fair to promote | In-person tabling, social media |
| 6/15/2024 | Hosted information table at Juneteenth event at Belle Haven Community Campus | In-person tabling |
| 6/20/2024 | Participated in Climate Resilient Communities' (CRC) Belle Haven Community Climate Change Team (CCCT) monthly meeting | In-person |
| 6/26/2024 | Added Home Upgrade program to Existing building electrification webpage | Webpage update |
| 7/4/2024 | Partnered with 350 Silicon Valley to share home upgrade program information at their booth at the fourth of July celebration | In-person tabling |
| 7/10/2024 | Distributed informational flyers at libraries and additional city facilities about Home upgrade program | Flyers |
| 7/18/2024 | Participated in Climate Resilient Communities' (CRC) Belle Haven Community Climate Change Team (CCCT) monthly meeting | In-person |
| 8/6/2024 | Hosted information table at Nation Night Out | In-person tabling |
| 8/22/2024 | Participated in Climate Resilient Communities' (CRC) Belle Haven Community Climate Change Team (CCCT) monthly meeting | In-person |
| 9/19/2024 | Participated in Climate Resilient Communities' (CRC) Belle Haven Community Climate Change Team (CCCT) monthly meeting | In-person |
| 9/26/2024 | Hosted information table at Employee Wellness fair | In-person tabling |

| | | |
|----------------------------|--|-------------------|
| 9/27/2024 | Provided flyers for Belle Haven Child Development Center Open House | Flyers |
| 10/10/2024 | Hosted information table at Belle Haven Community Campus Open House | In-person tabling |
| 10/10/2024 | Hosted information table at Clean Air Day at TIDE Academy | In-person tabling |
| 10/15/2024 | Developed program flyer in English and Spanish | Flyers |
| 10/19/2024 | Hosted information table at Flyway Trail opening at Bedwell Bayfront | In-person tabling |
| 10/19/2024 | Provided two Menlo Park electric home homeowners with flyers to distribute during Acterra's Electric Home Tour | In-person |
| 10/23/2024 – 10/25/2024 | Provided Habitat for Humanity with program flyers for grassroots door-knocking campaign in Belle Haven | In-person |
| 10/29/2024 | Hosted decorated electric vehicle and provided flyers at Trunk or Treat event at Belle Haven Community Campus | In-person |
| 11/17/2024 | Hosted information table at table at the Wetlands and Watts event | In-person tabling |



PCE Home Upgrade Program
Monthly Report for City of Menlo Park

Reporting Period: October 1, 2024 – October 31, 2024

Program Overview

Peninsula Clean Energy (PCE) [Home Upgrade Services](#) offers San Mateo County residents installation services to replace gas appliances with efficient electric alternatives. Income-qualified residents receive these upgrades at no-cost to them. Residents not income-qualified for no-cost upgrades receive full-service installation support and PCE rebates and financing but have an out-of-pocket cost. The City of Menlo Park allocated funding to PCE's program to fund more income-qualified no-cost projects in Menlo Park, specifically in the Belle Haven neighborhood. PCE hired Franklin Energy to implement and administer the program. PCE Home Upgrade Services soft launched in August 2024 by offering enrollment to a list of residents that had previously expressed interest in the program via a waitlist. In November, it will open to residents outside the waitlist, however PCE does not anticipate running large marketing campaigns until Q1 2025.

The following memo includes details on PCE or PCE-contracted partner activities; it does not include activities by city staff. **All the metrics are specific to Menlo Park unless stated otherwise.**

October Highlights

- **First signed participation agreements:** The first three participation agreements were signed. Contractors will begin permitting process in November.
- **Met with Menlo Park building department:** PCE met with building department staff to provide an overview of the program, including technical methods being used, and understand permitting requirements. PCE, Franklin, and the program's installation contractors (Fuse Service and Enso Building Solutions) will meet with city in November to outline best practices guidelines to ensure smooth permitting processes.
- **Signed contract with CRC:** PCE signed contract with Climate Resilient Communities (CRC) to be the official outreach and canvassing partner for the program. CRC will be onboarded in November and expected to begin doing canvassing in December or January, starting in the Belle Haven neighborhood.
- **Coordinated with other Community Based Organizations:** PCE met with Habitat for Humanity multiple times to coordinate on the two programs can coordinate serve Belle Haven homes eligible for both programs.
- **Prepared for broader November launch:** when the program soft launched in late August, only residents in waitlist could enroll. PCE worked with Franklin Energy to prepare for the program to open up enrollment to all residents in mid-November.

Participation Metrics

| Metric | October 2024 | To Date |
|----------------------------|--------------|---------|
| Home Assessments Scheduled | 3 | 8 |
| Home Assessments Completed | 2 | 5 |

| | | |
|--|---|---|
| Signed Participation Agreements | 3 | 3 |
| Installations Completed | 0 | 0 |
| Fully Electrified¹ | 0 | 0 |

Appliances Installed

| Metric | October 2024 | To Date |
|---|--------------|---------|
| Heat Pump heating, ventilation, and air conditioning | N/A | N/A |
| Heat Pump Water Heater | N/A | N/A |
| Induction Cooking | N/A | N/A |
| Electric Dryer | N/A | N/A |

Marketing and Outreach Metrics

| Metric | October 2024 | To Date |
|---|--------------|---------|
| Emails sent | 0 | 30 |
| Direct mail sent | N/A | N/A |
| Canvassing – doors knocked on | N/A | N/A |
| Canvassing – customer enrolled | N/A | N/A |
| PCE website users (all traffic, not Menlo Park specific) | 78 | 148 |

Budget Overview

| Task | Total Budget (\$) | Invoiced (\$) October | Invoiced (\$) To Date | Remaining (\$) |
|--|-------------------|-----------------------|-----------------------|----------------|
| Task 1 – Program Set Up. Invoiced upon Task 1 completion. | \$8,000 | \$0 | \$8,000 | \$0 |
| Task 2 – Administrative Reporting. \$6,000 invoiced upon start of Task 2. \$6,000 invoiced twelve months after start of Task 2. | \$12,000 | \$6,000 | \$6,000 | \$6,000 |
| Task 3 – Marketing and Outreach. \$30,000 invoiced upon start of Task 3. \$30,000 invoiced twelve months after start of Task 3. | \$60,000 | \$0 | \$0 | \$60,000 |

¹ While full home electrification is offered, customers may choose to keep some gas appliances. Customers are required to electrify at least their water heater or space heater to participate.

| | | | | |
|---|--------------------|----------------|-----------------|--------------------|
| Task 4 – Ongoing Program Implementation. Invoiced monthly upon start of Task 4. For installation costs, invoiced based on measures installed that month and fixed measure costs in PCE & Subconsultant contract. For customer management costs, invoiced based on \$3,000 per home for homes completed that month. | \$2,130,000 | \$0 | \$0 | \$2,130,000 |
| TOTAL | \$2,210,000 | \$6,000 | \$14,000 | \$2,196,000 |



STAFF REPORT

City Council Meeting Date: 11/19/2024
Staff Report Number: 24-201-CC

Informational Item: Update on aquatic survey results and next steps for potential operational and fee adjustments

Recommendation

Staff recommends that City Council receive this informational report containing updates on the recently conducted aquatics user survey (Attachment A) and next steps for potential fee adjustments (Attachment B). The intent of sharing the survey results with City Council at this time is to provide insight into community views and needs related to the City’s aquatic centers. Staff anticipates presenting options and recommended operational and fee adjustments to City Council for direction tentatively in early 2025 to coincide with the annual aquatics performance report. In preparation, preliminary options and recommendations potentially could be presented to City Council as soon as Dec. 17.

Policy Issues

City Council provides policy direction to the city manager regarding services to the community; allocates resources to support City services; sets prioritization for the use of City resources to serve the community; and sets user fees and fees for services in the City’s master fee schedule.

Background

On Sept. 12, 2023, City Council authorized an agreement with Menlo Swim and Sport (Operator) to operate the city’s two aquatic centers, Belle Haven Pool and Burgess Pool, for five years effective Oct. 1, 2023. The agreement provides that aquatics user fees shall be subject to City Council approval in the Master Fee Schedule. The agreement also provides the City the right to seek qualified independent financial review of Operator’s profit and loss statements and operations related to City aquatic centers.

On Feb. 13, City Council waived the first reading and introduced an ordinance to amend the master fee schedule to include aquatics fees, and reviewed a proposed schedule for future year aquatics fee adjustments (Attachment C). City Council directed returning by the end of the calendar year 2024 with future proposals to set non-resident aquatics fees at 35% higher than resident aquatics fees.

On Feb. 27, City Council adopted an ordinance amending the City’s master fee schedule to include aquatics fees (Attachment D). The City Council discussed fees, the Feb. 13 City Council deliberation and including SOLO Aquatic’s resident/non-resident usage data in the next aquatics update.

Analysis

Survey of aquatic users

City staff opened a citywide survey to gain insight into Menlo Park residents’ needs and preferences for the City’s two aquatic centers, Belle Haven Pool and Burgess Pool. The survey was open from Oct. 12 to Nov.

11 and was distributed in English and Spanish through direct email; via printed surveys distributed in City facilities; and through postcards mailed to all households in District 1. This was the second year in which the City conducted a citywide aquatics user survey. The survey questions were reviewed by the Parks and Recreation Commission on Sept. 25 prior to the survey publication. The survey received responses from 766 participants, approximately three-quarters of whom self-identified as incorporated City of Menlo Park residents and 777 free-text comments were shared. The survey results are provided in Attachment A.

Staff is preparing additional crosstab analysis of the survey results and expect to present additional insights to City Council in conjunction with the next annual aquatics performance report. A preliminary set of crosstab data is provided in Attachment A, and compares survey results on the question, "How important are the following things to you?" from self-identified Belle Haven neighborhood residents to the responses from all survey participants overall. The preliminary findings from that specific question suggest that while there are some minor differences, the survey respondents' priorities for aquatics programs are largely similar across neighborhoods overall. Additional crosstab analysis will include: breakdowns of responses by residents/ non-residents; breakdowns of responses by self-identified Belle Haven neighborhood residents; overview of themes expressed in free-text comments, with breakdown by residents/non-residents and self-identified Belle Haven neighborhood residents.

Aquatics open houses and focus groups

In order to invite broad community participation and feedback on the aquatics programs, City staff and the Operator hosted aquatics open houses at Belle Haven Pool on Sept. 5 and at Burgess Pool on Sept. 26. The open houses gave participants the opportunity to learn about and provide feedback on aquatics programs. Approximately eight people attended the Belle Haven Pool open house, and four people attended the Burgess Pool open house. Additionally, the Youth Advisory Committee (YAC) participated in a focus group session about the aquatics program Oct. 9, which also yielded multiple comments, ideas and feedback. Summary results from the open houses and YAC focus group are provided in Attachment E.

Aquatics "working group" formation

The aquatics operator agreement calls for the City to convene a "working group" of Menlo Park residents to informally meet with Operator and City staff on a regular basis regarding desired services and programs, concerns and suggestions, and general feedback about aquatics operations. Staff is preparing to outreach to aquatics survey respondents and focus group participants to invite their participation in a "working group" kickoff meeting in early 2025. The purpose of the working group meeting will be to review the Operator's annual performance report and community survey results and offer recommendations for the aquatics program. The working group's assessment and recommendations will be provided to the City Council to coincide with the presentation of the annual aquatics performance report in early 2025.

Independent financial review

The City intends to contract with a government finance consultant to conduct an independent financial review of Operator's profit and loss statements and operations related to City aquatic centers. The purpose of conducting the independent review is to verify the accuracy of the Operator's financial statements and provide a clear picture of the operational expenditures and revenues at City pools. Staff and the consultant plan to conduct the financial review in January 2025. The resulting financial report is anticipated to be presented to City Council in February 2025 to coincide with the Operator's annual performance report.

Proposed operational adjustments

The Operator reports that while usage of and revenues from Burgess Pool are meeting projections, the usage of and revenues from Belle Haven Pool are lower than hoped. The recently received survey and focus group results will be used to inform potential strategies to increase use of Belle Haven Pool focused on programs most desired by residents. City staff are evaluating the current and projected usage at Belle

Haven Pool, reviewing the Operator's financial and performance reports, and analyzing operational costs in preparation for bringing recommendations for potential operational and/or fee adjustments to City Council for direction in early 2025.

Proposed fee adjustments

On Feb. 13, City Council reviewed a proposed schedule for future year aquatics fee adjustments (Attachment B). At that time, the schedule proposed to phase in greater adjustments in non-resident fees over time. A phased-in approach is intended to avoid sudden and sharp fee increases, which could adversely impact the overall usage and revenues needed to sustain the aquatics operation. The City Council took no action related to future year fee adjustments at that time.

The current non-resident fees are generally 10% greater than resident fees, with some variance among individual fees. In the proposed schedule of future year fee adjustments reviewed by City Council Feb. 13, the non-resident rates were proposed to escalate to 20% greater than resident rates in 2025 (April 1), and to 35% greater than resident rates in 2026 (April 1).

After the independent financial review is completed in early 2025, staff will present options and recommendations for adjusting aquatics fees for City Council review and direction. Some initial considerations include: accelerate the proposed fee adjustments by implementing the proposed 2026 fee adjustments sooner; increase only non-resident fees while keeping resident fees the same; create new discounted fees for hyperlocal resident seniors; increase lane rental fees while potentially offering a discount for lane renters comprised of a majority Menlo Park residents. Additionally, the City Council could, if desired based on the financial review information, potentially direct that non-resident aquatics fees be escalated to 35% higher than resident aquatics fees to take effect at the earliest opportunity, for example as soon as April 1, 2025.

Impact on City Resources

The City of Menlo Park fiscal year 2024-25 operating budget has sufficient resources allocated to support the operations of City aquatic centers in the current fiscal year, and to support the cost of contracted consulting services for conducting the independent financial review described in this report. As part of the program analysis, City staff will prepare assessments of any financial impacts related to aquatics operations and fees for City Council in conjunction with the aquatics annual performance report in early 2025.

Environmental Review

This informational item is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Aquatic survey results
- B. Schedule of proposed fee adjustments

Staff Report #: 24-201-CC

- C. Hyperlink – Feb. 13 Staff Report #24-018-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240213/l1-20240213-cc-master-fee-schedule-update-aquatics.pdf
- D. Hyperlink – Feb. 27 Staff Report #24-034-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240227/e2-20240227-cc-master-fee-update-aquatics.pdf
- E. Focus group summary

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

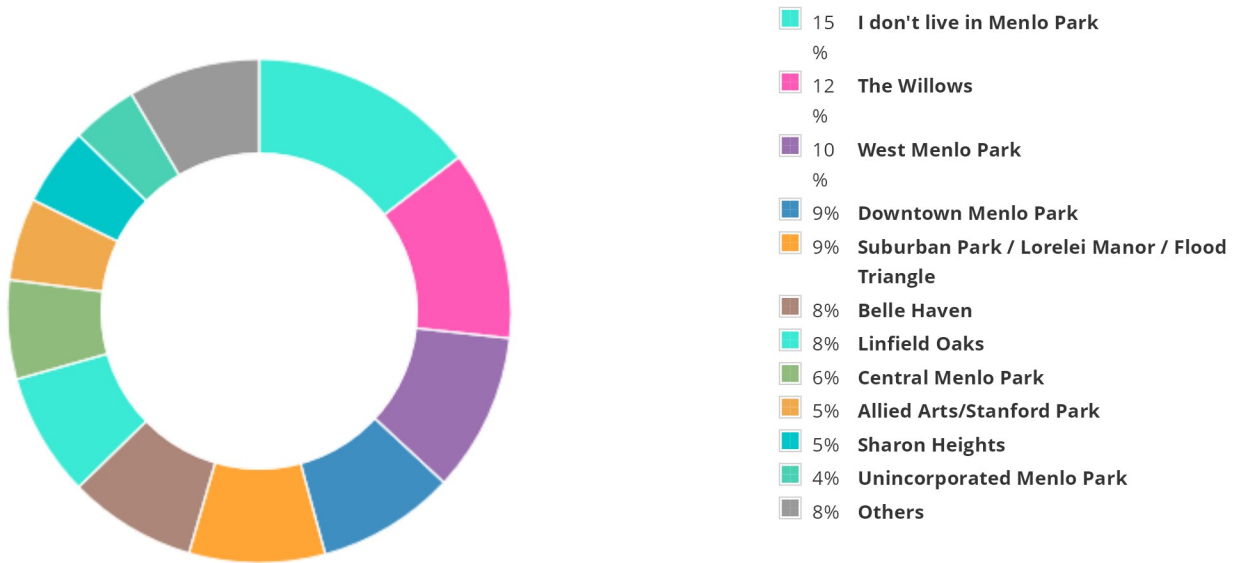
Sean S. Reinhart, Library and Community Services Director

Menlo Park Resident Survey - Aquatics Programs 2024

Project Engagement

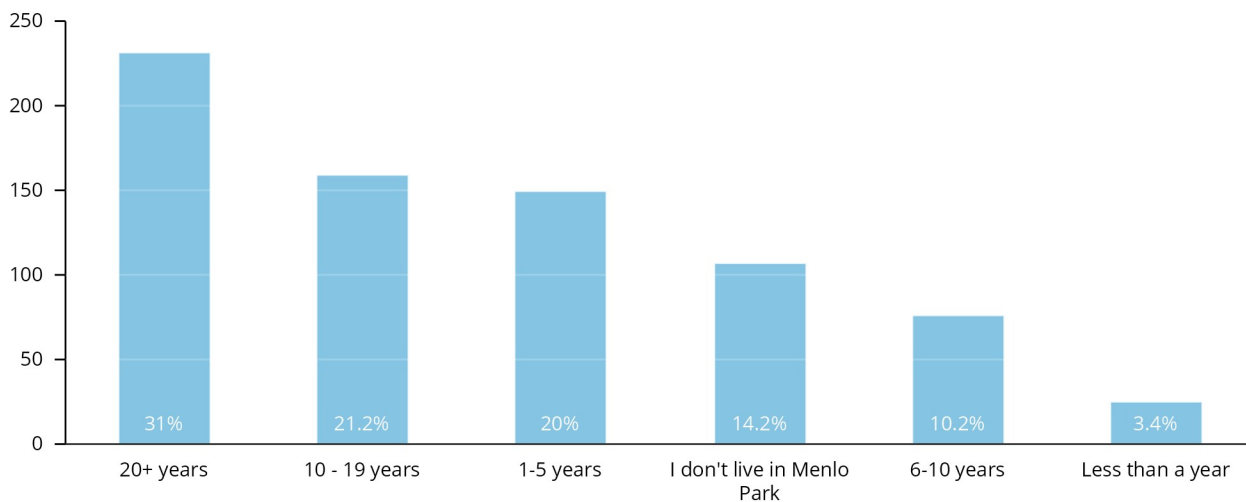
| VIEWS | PARTICIPANTS | RESPONSES | COMMENTS | SUBSCRIBERS |
|-------|--------------|-----------|----------|-------------|
| 1,606 | 766 | 17,882 | 781 | 245 |

* What neighborhood of Menlo Park do you live in now? (See map)

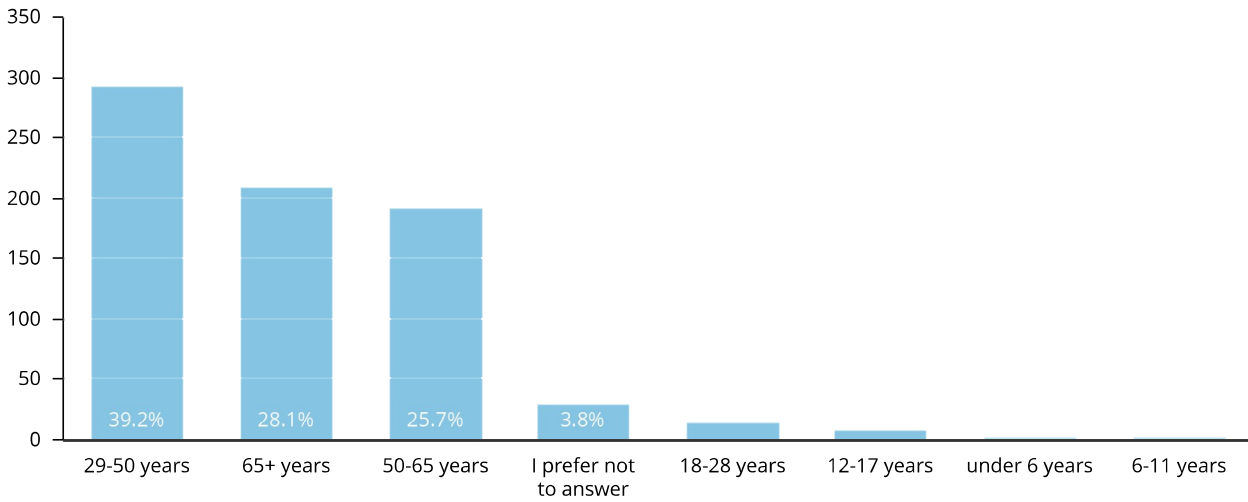


756 respondents

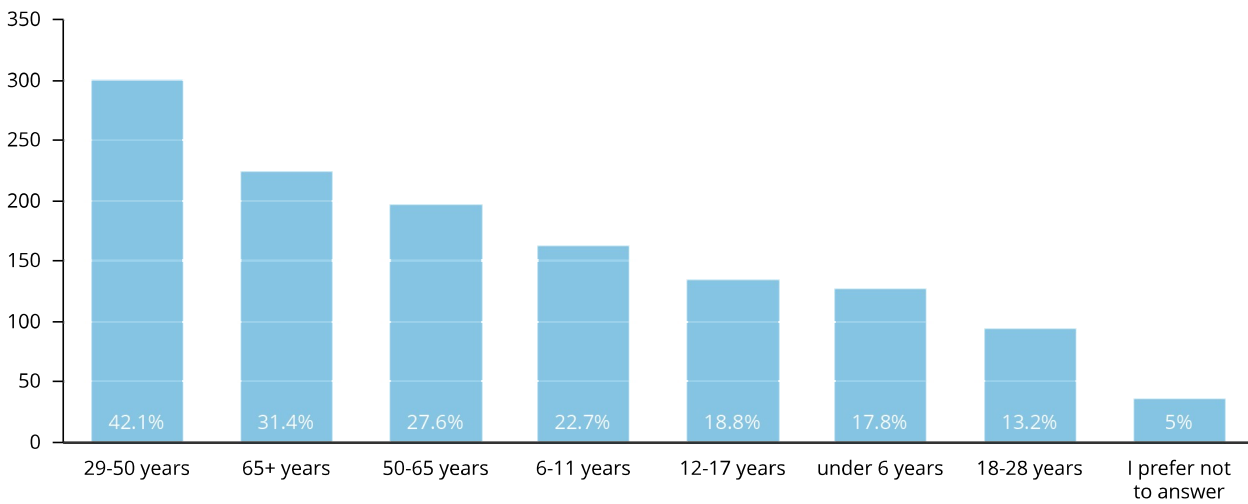
How long have you lived in Menlo Park?



What is your age?



What age groups live in your household? (check all that apply)



* How often do you typically use or visit BURGESS POOL, located at 501 Laurel St. in Menlo Park?

| | | |
|------------|------------------------|-------|
| 29% | More than twice a week | 212 ✓ |
| 19% | Never | 138 ✓ |
| 18% | Once or twice a week | 132 ✓ |
| 17% | A few times a year | 122 ✓ |
| 9% | Once or twice a month | 66 ✓ |
| 9% | Rarely, once a year or | 62 ✓ |

727 Respondents

* How often do you typically use or visit BELLE HAVEN POOL, located at 100 Terminal Ave. in Menlo Park?

| | | |
|-----|------------------------|-------|
| 68% | Never | 495 ✓ |
| 11% | Rarely, once a year or | 79 ✓ |
| 9% | A few times a year | 68 ✓ |
| 5% | Once or twice a month | 34 ✓ |
| 4% | Once or twice a week | 29 ✓ |
| 3% | More than twice a week | 22 ✓ |

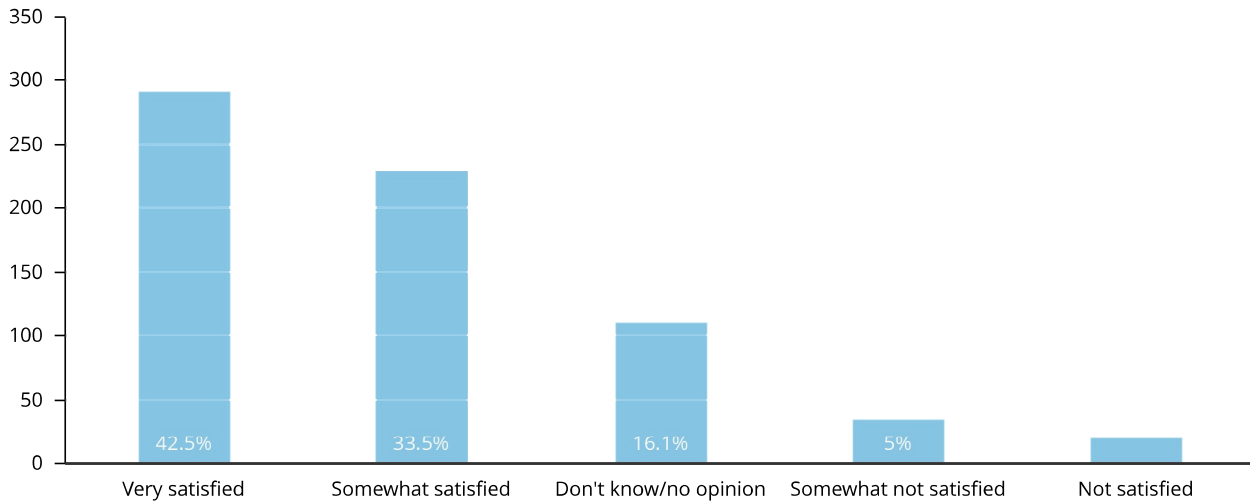
727 Respondents

* How important are the following to you?

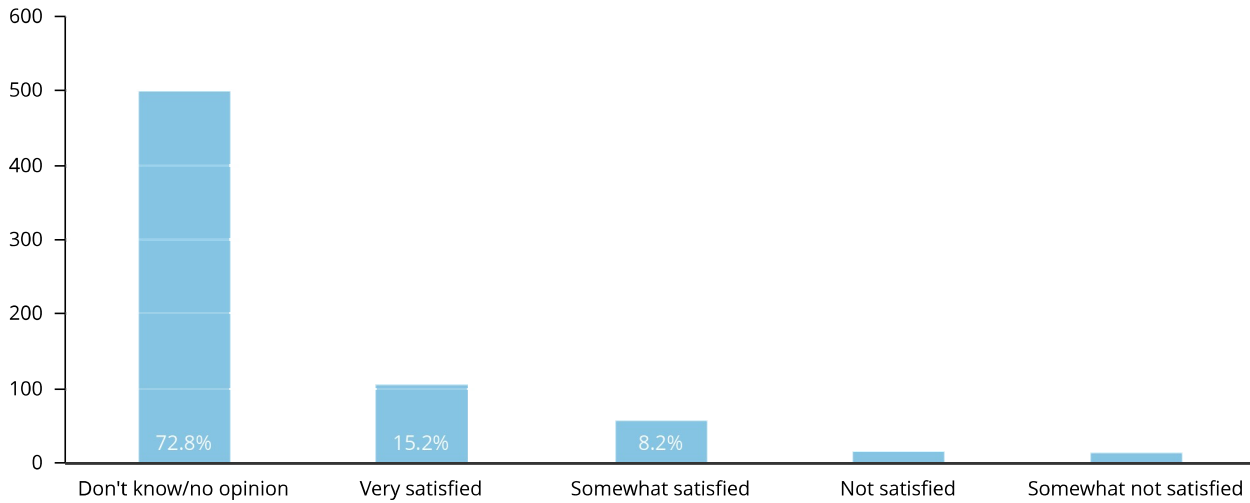
| | Not at all important (1) | Somewhat important (2) | Very important (3) | Don't Know/No opinion |
|--|--------------------------|------------------------|--------------------|-----------------------|
| Play and social time for children / families | 25% | 22% | 45% | 8% |
| Lap swimming | 12% | 22% | 62% | 4% |
| Therapy swimming / health and wellness swimming | 24% | 32% | 34% | 11% |
| Adaptive swimming for people with disabilities | 31% | 27% | 26% | 16% |
| Beginners / children's swimming lessons | 22% | 20% | 50% | 8% |
| Adult swimming lessons | 26% | 39% | 25% | 10% |
| Swimming programs for seniors | 26% | 30% | 31% | 13% |
| Summer swim camps for children and youth | 23% | 28% | 40% | 10% |
| Competitive swim for youth (examples: swim team, water polo, triathlon) | 26% | 30% | 33% | 11% |
| Competitive swim for adults (examples: sports training, competitions, triathlon) | 37% | 30% | 22% | 11% |
| Swimming pools are open seven days per week | 3% | 15% | 76% | 5% |
| Swimming pools are open year-round | 2% | 11% | 82% | 5% |
| Swimming pools are focused on the needs of Menlo Park residents | 7% | 17% | 69% | 7% |
| Swimming pools have free or discounted fees for Menlo Park residents | 14% | 22% | 56% | 7% |
| Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees | 35% | 32% | 20% | 13% |
| Monthly passes offer discounts for repeat swimmers | 6% | 23% | 64% | 8% |

699 respondents

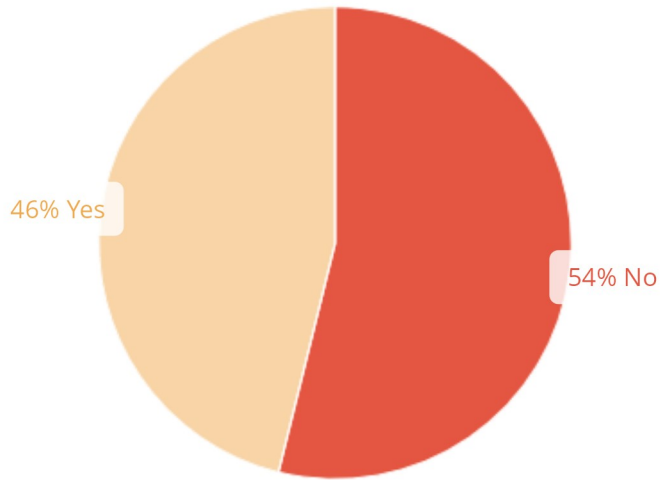
* How satisfied are you with BURGESS POOL overall?



* How satisfied are you with BELLE HAVEN POOL overall?



(Optional) Would you like to receive email updates about aquatics programs from the City of Menlo Park?



583 respondents

Comments

| Question | Ref # | Comment |
|--|---|--|
| What neighborhood of Menlo Park do you live in now? (See map) | 1 | Portola Valley |
| | 2 | Palo Alto |
| | 3 | Mountain View |
| | 4 | Redwood City |
| | 5 | Lindenwood |
| | 6 | Stanford Hills |
| | 7 | Portola valley |
| | 8 | Employee of City of Menlo Park |
| | 9 | Sequoia Belle Haven on Willow and Ivy |
| | 10 | Next to Seminary Oaks |
| | 11 | Redwood City |
| What changes to the city's aquatics programs and/or facilities would result in you visiting them MORE often? | 12 | Need city resident preference when signing up for classes/activities. Burgess faculties are dated and needing upgrades. |
| | 13 | Cover during winter for lap pool and have it heated more |
| | 14 | lower fe for seniors w limited income |
| | 15 | More aquatic therapy classes that start at 9 am or later. It would be great if there were classes every day of the week, including weekends. |
| | 16 | I regularly swim twice a week. Whether there is improvement or not, I would still swim twice a week. |
| | 17 | Earlier opening of the BHCC pool during the week for lap swimmers. I realize this may not be possible as the number of swimmers were low at this time. |
| | 18 | None |
| | 19 | The City Council and the library director promised equal access/equity between both communities but has preference for the West Menlo Park residents. |
| | 20 | More hours for family swim |
| | 21 | It's very expensive for fixed income |
| | 22 | Please offer soap/shampoo in the showers |
| | 23 | Earlier morning hours before work starts |
| | 24 | Better locker rooms at Burgess pool. Fix and maintain the showers. |
| | 25 | I'm planning to start aqua fit classes soon and it's important to me that these are offered several times a week |
| | 26 | Belle haven pool needs a baby pool as it did before. I love that they are offering programs, but this information is not getting out to the Belle Haven community. It's all done online. And the majority of the. bH community is not aware. The spots are being taken by others/outside residents. |
| | 27 | 1 hour and 15 min for family swim per day? Meanwhile, the (for profit) companies running the competitive teams occupy the rest of the time and space. And since they allow up to 15 kids in one lane, the space is crowded, hectic, noisy - basically anything but not relaxing, as a pool should be. I understand the teams are important to some families - but how about opening the space more for kids just to be kids? Play among themselves, have fun with balls, or swim as they they wish? Not to mention the adults have could benefit from more space and particularly time to enjoy a facility which technically belongs to all. |
| | 28 | Would LOVE for the belle haven pool to be open for morning lap lanes all year - even if it were closed periodically during the day but open like 6:30-10:30am and then for lunch time. I swam almost daily all summer - including after the exercise classes offered at the community center - but now it's challenging without that morning option. Likewise, would REALLY appreciate extended weekend hours, especially in the summer. Hard to get the family to the pool when it doesn't open until noon and shuts down at 5. |
| | 29 | Would like an adult beginning swimming class at Belle have swimming pool. |
| | 30 | If I lived nearer,would come. |
| | 31 | Longer hours at Belle Haven, open till 8pm |
| | 32 | More swim lesson options, the available slots are very limited. We have to sign up the minute they become available and even then we sometimes get wait-listed |
| | 33 | Having adult exercise class. |
| | 34 | Better changing rooms especially for seniors and disabled people. |
| | 35 | Belle haven was under construction for so long. Now that it's open I plan on using the facilities. I was never able to get consistent appointments at burgers due to the high volume. It felt that burgees prioritized west Menlo Park residents.I feel that Belle haven should give priority to its local residents. For example, early registration first for only the residents that live in the belle haven area and after a few weeks it can open to the other side etc. |
| | 36 | Better bathroom/shower/changing facilities, and slightly cooler water temp for summer rec swim times. |
| | 37 | Longer opening hours in the evenings, more lap swim availability in the summer |
| | 38 | I'm happy with aquatics programs as they are offered |
| | 39 | The Masters program having an evening option and noon masters every day. |
| 40 | Masters swim is very expensive compared to other masters swim fees in the area. | |
| 41 | Burgess heaters break down. Deck is getting pitted. | |
| 42 | More available lap swim | |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 43 | The chlorine levels at both pools seem high. Both of my children have had reactions to the chlorine - rash, dryness, burning, red eyes. We swim in other pools, but I notice this at our local menlo park pools the most. Both of my children used to love the camp menlo swimming summer camp, but we had to stop because the chlorine was too strong. We are also interested in swim lessons, but because of the chlorine levels we tend to look for other options in other places. |
| | 44 | Bell haven open at 9 am. Hotter water in the showers. |
| | 45 | Less crowded lap swim lanes in the evening. Reservation system for lap swimming. |
| | 46 | I liked it when you provided swim fins for folks to use. :) Now I have to buy some again (in past I have lost several pairs) |
| | 47 | Figure out a way to make the women's locker rooms less smelly. The floors of the women's locker room are so often disgusting. Every other time I visit, I question whether to find another pool because the floors are gross -- they smell, the mats aren't well cleaned. There has to be a better way to make this locker room cleaner and better smelling. |
| | 48 | Standard pool swimming rules should be complied. In Burgess pool, I see regularly people going into lap swimming without taking shower, people are jumping in the lane before introducing themselves and management does not enforce these rules after the complaints. I also think that facilities in both Burgess and Belle Haven could be cleaned more especially in bathrooms. |
| | 49 | More lap swimming lanes after work hours |
| | 50 | Easy reservations for lap swimming |
| | 51 | longer hours on weekends. |
| | 52 | Improved locker room facilities and more shade especially in the summer months. |
| | 53 | The hours for lap swimming during the week is not so great and as a result I don't come to the pool. If I arrive after 4, the performance pool is packed with kids and their swim programs - adults have to share 3 lanes and at times it is hectic/over crowded etc |
| | 54 | I lap swim daily already. But toddler grandchildren swim lessons would bring us back later in the day. |
| | 55 | idk |
| | 56 | Excited to see more programs at Belle Haven. Will be trying them |
| | 57 | more lanes and more time for lap swimming |
| | 58 | Better availability of lane swimming in evenings in Burgess or morning (6am) in Belle Haven |
| | 59 | Please bring back the Aquatic Wellness classes! The Aquacize at 8am isn't quite the same. I live just across the creek in north Palo Alto and really enjoyed those classes prior to the Covid shutdown. |
| | 60 | Nothing. It's already a great facility. Although I would love it if there was a policy on spray sunscreen usage. People who stand near the pool to apply are exposing everyone to their overspray and I don't appreciate having to inhale someone's sunscreen while I am exercising and inhaling deeply. Maybe they should have to stand in the grass to apply? Just a thought. |
| | 61 | I go for Aquafit. I think the teacher hiring & training for is important. The pool is fuller when it's an energetic, engaging teacher with good routines & music (and shows up on time). |
| | 62 | Add Masters swims on Fridays at noon Add Masters swims some weekday evenings |
| | 63 | Update and clean locker rooms |
| | 64 | I would like Burgess to have more access to weekly swim lessons for children. Very long waitlist |
| | 65 | It is so, so hard to book children's swimming lessons! They are so heavily impacted that even when I put the sign up time on my calendar and take time away from work to enroll my kids, many times are already full. I like the bridge swim program as an alternative to these impacted lessons, but I would like a once a week option for that if possible. I would also like more options and flexibility about private and semi-private lessons for children, including children with special needs. |
| | 66 | None really! |
| | 67 | Burgess is wonderful. Having lifeguards on deck all the time is critical and they do a great job. The pool is clean. The locker rooms should be bigger to accommodate even a small group of women. That's my only complaint. |
| | 68 | More water polo times. |
| | 69 | Improve locker facilities - small and cramped |
| | 70 | I don't understand the Belle Haven Pool design. My understanding is the lap lanes are smaller than regulation and kids play area doesn't have a wading pool. |
| | 71 | make sure you keep adequate lanes for youth competitive programs like PASA, ensure Menlo Masters can continue |
| | 72 | More cleaning of the women's locker room throughout the day. There is excessive hair on the floors and preventing water drainage in the showers. I'd also love more discounted passes for families throughout the year. My 3 kids would swim laps several times a week but it's just too expensive to bring them for more than a day or two of fun per month. |
| | 73 | Easier to enroll in lessons. They fill up within minutes of sign ups opening up. Also summer swim camp was SO expensive in 2024. In 2023 I enrolled my kids in morning and afternoon sessions for \$860 a week so they had 2 lessons per day. This year there was only 1 session with extended care for \$920 a week and they only had 1 lesson a day instead of 2. |
| | 74 | More kids swim lessons year-round |
| | 75 | Lower prices, small kids friendly showers |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 76 | As a dad, i would appreciate if I can teach my daughter how to swim. As a parent, it's a an experience to share with our kids what we know and build relationships and memories with them. Lifeguards keep telling me to stop doing that which doesn't make any sense. I am not a professional coach, just a father, and I won't do it for anyone except for my kids. |
| | 77 | I'd like to see slightly longer class times, perhaps 45 minutes? It takes so long to care for a child before and after pool time, that it makes it easier if there could be longer classes. |
| | 78 | Open up lap swim in summer . 2024 was ridiculous |
| | 79 | Open up lap swimming for adults in the summertime. 2024 was ridiculous and pathetic. |
| | 80 | More areas for family changing and outside showers for rinse off. |
| | 81 | I use the pool 3x per week and I love the lap lane availability and friendly staff. These are the things that keep me coming back. Dont reduce lap lanes and make sure the staff continues their community focus |
| | 82 | The pool is kept too warm. Would also like to see more seating by the pool. |
| | 83 | The locker rooms are too small. Additionally, although there are benches there aren't enough to be seated to pull on pants. For older adults hopping around on one foot to try to get dressed and keep your clothes from dragging on the floor is ill advised. |
| | 84 | Added Masters swim at Burgess at 9am. |
| | 85 | Revised: Easy registration and availability for Menlo Park residents—enrolling my child in lessons has been a nightmare, it's been almost impossible. |
| | 86 | The temperature of the competition pool is often too warm |
| | 87 | More performance pool lap lanes available when there are organized group swims (e.g. Menlo Masters, kids practise) |
| | 88 | Earlier opening on weekends |
| | 89 | Better changing rooms. |
| | 90 | more lap swim lanes in the am and evening. Too much circle swim in the 3 lanes that are carved out from the masters / swim teams |
| | 91 | None, they are addressing a wide range of needs. |
| | 92 | |
| | 93 | extended hours and more lap swim |
| | 94 | Knowing ahead of time what times of the day are more or less crowded (lanes) for lap swimming |
| | 95 | The women's locker room is badly in need of deep cleaning and regular maintenance. |
| | 96 | None, Swim the Masters program 4-6 days a week with occasional lap swimming in mid am |
| | 97 | Knowledge about the facility. I'd really appreciate a virtual walk-through from parking to checking in, view of locker room to lap lanes and knowing how the "cones" work for Belle Haven (if same/different) from Burgess. And when Belle-Haven is "busy". I am in the habit of Belle Haven being closed or for the disadvantaged - so I have hesitated to use the facility because 1) I am in the habit of using Burgess (Belle-Haven was not available or closed) and 2) I am not sure I would be welcome there |
| | 98 | Im a very happy member of Menlo Masters and swim 6x per week. Not sure I would swim more than that even if you were somehow able to clone [name redacted]! (Which would be great!) |
| | 99 | hot showers at belle haven and suit spinner, also open earlier on weekdays |
| | 100 | Better locker rooms |
| | 101 | More lap lanes in weekday evenings Open till 6pm on weekends Better locker room facilities |
| | 102 | My mom, who also lives in Menlo Park is 73 and really wants to take an Aquafit class, but there's only one option a week and it's a packed class. Since she drops off my kid at school, the timing is also hard. It would be nice if there was one other off-commute time for seniors to do Aquafit. The locker rooms can also be in bad shape at times. |
| | 103 | Right now the key times that would allow me to go more often, would be early morning or late afternoon before work. Since lap pool is occupied with teams at these hours, only leaves the weekend. And even on Saturdays the early morning hours are occupied. |
| | 104 | AquaFit classes on the weekends! |
| | 105 | You did not even list as an option the thing most important to my family: teaching our so basic water skills. The 2 options "play/ social time for families" and "beginner's swimming lessons" truly are the only options and that is a public service crime when the lessons cost between \$58 and \$158/hour. And it's not like a 5 year old is going to become truly safe and confident in the water in only 20 hours. Do the math. It's crazy for any household with under a \$300k/ year budget which also needs to cover plenty of other child raising expenses. |
| | 106 | addition of Friday noon masters swimming; offering masters sessions for members seeking to learn or improve various strokes. |
| | 107 | n/a |
| | 108 | If lap swimming in the instructional pool were available in the late afternoon, I might come then. However, I do understand and respect the need to share the pool with other groups who use them at that time. I appreciate that recently, the pool has been issuing special schedules for weeks when youth groups will NOT be using the instructional pool in the late afternoon so that other members of the community can use the pool then. |
| | 109 | More lanes for open lap swimming in the evening after work hours |

Comments

| Question | Ref # | Comment |
|----------|-------|---|
| | 110 | later hours with 100% adult lap swim. Improvements to locker rooms and shower areas. |
| | 111 | NA |
| | 112 | More free swim hours |
| | 113 | More focus on seniors, fitness. |
| | 114 | 1. Please deep clean and remodel Burgess changing rooms! Our kids refuse to change in there and I know if scares off some other families. 2. The behavior of unsupervised teens in Belle Haven is problematic. Lifeguards/staff are unwilling or unable to address obvious rule breaking (fighting, running, etc.). It makes us as families feel unsafe and unwelcome. 3. The mushroom wading pool at Burgess is cold and not fun for kids. Consider converting to a splash pad if the funds can be appropriated. |
| | 115 | Covered tents |
| | 116 | It is remarkably simple. The soap in the showers at Burgess is terrible. It is watered down and borderline useless. This is one touchpoint that could make the swimming experience so much better. PCC and Canada have much higher quality soap in the showers. This is a small thing that could make a huge difference. |
| | 117 | The programs are excellent. |
| | 118 | More lap swim availability after 5pm on weekdays. Open later in evenings. |
| | 119 | The changing rooms are very old and need to be updated |
| | 120 | Updated locker room |
| | 121 | Belle Haven Pool should have a swim bridge program as Burgess Pool has it for students who have completed level 4 swim lessons. |
| | 122 | music to hear from the water while swimming...just a thought, lol. |
| | 123 | Belle haven needs a suit spinner like burgess |
| | 124 | I'm very disappointed in the lack of affordable swim lessons, my children started in the summer under the scholarship, while I understand there's no more scholarship it's unfortunate that we can no longer afford swim lessons. Also there were first five free swim lessons for babies, and then it's the up charge of the expensive lessons. You're pulling ppl in but then they cannot afford to continue |
| | 125 | Swim teams for young kids in later time of the days, after 5:30 for example. |
| | 126 | add more youth lessons and free lapping time for adults |
| | 127 | Probably would not change the amount I swim |
| | 128 | Later pool hours (by an hour), more lanes open for lap swimming; move some of the PASA & SOLO practices to Belle Haven? |
| | 129 | locker room facilities could be better maintained - updated and kept clean on a more regular basis |
| | 130 | NA |
| | 131 | Have a tent over the pool so that there is shade. Right now there is a lot of sun burn |
| | 132 | I would love to see a Friday noon session added to Masters program. Showers and toilets should be cleaner. I see them dirty all the time lately including the family ones. Kids swim programs should automatically be renewed if a parent opts in unless otherwise stated by account owners especially for bridge. |
| | 133 | None |
| | 134 | Programs, hours, fees work just fine for me. |
| | 135 | More lessons and extended hours |
| | 136 | More kids classes |
| | 137 | A creation of a program that goes after the bridge program |
| | 138 | Expanded weekend hours (open later, especially in summer); lower entry fee for kids. |
| | 139 | Masters noon workout on Fridays; fix heater in women's locker room as it is freezing in winter |
| | 140 | Better equipment so can use lower levels of daily chemical treatment. |
| | 141 | more lap swim lanes and hours in the training pool |
| | 142 | More lap lanes in the morning for recreational Swimming |
| | 143 | more hours for open swim additional beginner exercise classes for seniors |
| | 144 | I would like open swim to be open later at the weekend, especially in the summer. |
| | 145 | Revamp of the changing rooms/shower area. More swim lesson opportunities and better communication about the schedule in advance. |
| | 146 | More lanes given to the PASA competitive swim team at an earlier time in the day. |
| | 147 | 1) Annual family pass, not just summer pass. Or some version of a family pass whether monthly, seasonally (i.e. summer, fall, winter, spring). The non-summer is too expensive for our family to go frequently to make it worth it (i.e. 2 adults, 2 kids, etc.) 2) Longer weekend hours especially during summer. Pool should be open longer on weekends than week days, and for example open until at least 8pm on Fri, Sat, and Sun. |
| | 148 | More Masters workout hours in the evening |
| | 149 | . |
| | 150 | Senior pool Exercise |
| | 151 | Senior Exercise class included in membership |
| | 152 | better locker room, quieter but effective hair dryer |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 153 | Cheaper fees for people who don't go multiple times a month. Like it would have been nice to go more during the recent heat wave but it was almost \$25 every time that we went, which is pricy, but I don't want the monthly pass because we will not go when it's cold. We did love the extended summer pass. |
| | 154 | Better showers at Burgess women locker rooms |
| | 155 | Same price for no residents |
| | 156 | Cleaner bathrooms especially during summer. |
| | 157 | Could you please make Belle Haven Pool open till 8 pm like the Burgess pool. Going swimming after work is difficult because the pool closes at 7 pm. |
| | 158 | The child swimming classes were really not good. The teachers were not nice to the kids and they did not communicate with them. They were simply going through motions without teaching. My child came out demotivated. |
| | 159 | Membership options outside of summer |
| | 160 | More stroke instruction given for Masters swimmers |
| | 161 | We would like longer family swim sessions (e.g., before noon on weekends) year-round (not just in the summer). Also, the locker rooms are outdated and cramped, so we'd love to see them updated. |
| | 162 | Warmer water in the performance pool; it's been too cold for over a month. Locker room facilities are extremely cramped, with a tiny changing area that is far too small. |
| | 163 | Monthly family membership cost for hyper local fellas a bit high to us. Over \$100/month for a family of 4. |
| | 164 | Offer lap swim for adults 5 -7 pm. |
| | 165 | Improvements to women's locker room at Burgess |
| | 166 | If the aqua wellness programs were later in the day say 10:00. It used to be that way before Covid and I attended regularly. Even the o e class that was offered at 7 in the evening was special. 8:00 is too early for me and others to attend. |
| | 167 | The good maintenance of the facilities. Like the heater, AC and the hygiene equipment. |
| | 168 | Nothing. I come 5-6 days a week to Burgess. Peter does a great job running the facility. I go to Belle Haven when Burgess is unavailable. |
| | 169 | Nothing would make me come more because I already come as often as I can, and even on non MM days. |
| | 170 | We don't attend the pool as frequently because I could never get my daughter into the swimming lessons. They were always full. I was unaware of programs for kids with special needs, but am interested in learning more for my son! |
| | 171 | wading pool open during week |
| | 172 | Have more hours and lanes dedicated to Masters swimming and Lap swimming. |
| | 173 | Floors in locker rooms at Belle Haven feel unsafe when wet. Need a clock with the hour (not just minutes and seconds) so know what time it is. |
| | 174 | None |
| | 175 | Can't think of a thing; Burgess pool is WONDERFUL |
| | 176 | Allow the Aquafit members to use either of the pools anytime. |
| | 177 | 1. A suit spinner at Belle Haven 2. Just one tiny bench for all those lockers? We all need somewhere to sit and put shoes on |
| | 178 | Menlo has the best run aquatic facility on The peninsula |
| | 179 | I pay to swim at another pool farther away because I don't like the uncertainty of getting a lane or having to fight for a lane. Also, the dressing rooms are not clean or comfortable. |
| | 180 | [Name redacted] does an amazing job running Burgess. He and staff are very professional, kind, and inclusive. From early morning to closing the pools are used by a wide variety ages from babies to 90+ year olds. Additionally, [name redacted] believes in serving the larger community. A few examples, his Masters Swim Program very successfully raises donates yearly to food banks and holidays toys for children. Another opportunity included mentoring programs for through East Side College Preparatory School. Keep [name redacted] and work with him. |
| | 181 | An upgrade to the women locker rooms. |
| | 182 | Extend family swim time during weekends to start earlier, and end up at 7pm or even later. Kiosk with basic snacks/meals can also be popular for families during the weekends. Invest in comfortable seating options - tables, shade, loans etc |
| | 183 | Better non-competitive lap swim times. |
| | 184 | More weekend classes for kids, swim team for younger ages |
| | 185 | events |
| | 186 | The pool and programs meets my needs. Please keep fees reasonable |
| | 187 | Please provide family open swim in the afternoon after school. Generally pool gets very crowded = it is scary when there are too many people in open swim and when there are swimmers of different abilities/speeds in lap swim. Teams take up too many lanes during early morning, noon, late afternoon. It would be helpful to identify lanes by swim speed. |
| | 188 | Affordable adult swim lessons. Group classes ok! |
| | 189 | More swim classes and lap swimming practice |

Comments

| Question | Ref # | Comment |
|----------|-------|---|
| | 190 | I would love to see more availability of lap swimming during peak times after work from 4-7pm and less team sports taking those time slots. I wish the shower and bathroom sink water at the Belle Haven pool (especially for the women's locker room) was a warmer/hotter temperature and that the water pressure was stronger (to be equal to that of the showers and sinks at Burgess). |
| | 191 | Clean the locker rooms more often. Replace soap in the showers when needed. |
| | 192 | I hope the pool won't close at 4pm this winter during weekends. |
| | 193 | nothing, I visit 3-4 times per week |
| | 194 | Masters swim at Belle? I'd love to see a mid morning masters swim at either pool. I'd love to see an evening masters water polo practice= Burgess use to have Monday and Wednesday practices and that would be nice to see again or at Belle Haven. I'm excited to try the new aqua aerobics . Also, maybe some music. I go to the Canada college pool as well and often they're playing really fun music. |
| | 195 | The Burgess pool has the best program in the Bay Area. It has programs for all ages and abilities. We go there almost everyday and the pool is always full and vibrant. |
| | 196 | More water aerobics classes |
| | 197 | Lower fee since I can drive to swim for free and do I think the \$8 per swim is excessive. |
| | 198 | More aqua aerobics classes later I. The day and evening. |
| | 199 | Better crowd management at burgess |
| | 200 | more kids group lessons |
| | 201 | Knowing that I could get a lane to do aquatic walking when I come. |
| | 202 | Hot water in Belle Haven showers. Longer open hours at Belle Haven. |
| | 203 | It would be nice if the Aqua Fit classes could be also offered later than 8 am. I just joined these classes and will continue to arrive at 8 am but 10 am would be easier on my schedule. I'm letting you know this because you're asking on this survey. |
| | 204 | Burgess pool could benefit from more than two family bathroom / showers / changing rooms. |
| | 205 | A coffee stand |
| | 206 | Burgers Pool is facing significant issues with its facilities that urgently need addressing: - **Rusting bolts and washers** : These are visible around the pool and at the base of the pillars that provide cover. Multiple people have raised concerns, but no action has been taken. The entire surrounding floor area must be renovated to eliminate this safety hazard. - **Insufficient family changing rooms** : The number of family changing rooms is far below what is required given the demographic of pool users. More family spaces need to be constructed, even if they are simple structures without running water—this would still be an improvement over the current situation. - **Bathroom conditions** : The state of the bathrooms is unacceptable. Toilet seats are discolored, stained, and generally unpleasant. A simple fix would be to replace these seats. Additionally, the shower experience is poor, with the water flow overly concentrated in small areas, which can be painful for children. Additionally some of the faucet leak. Replacing the shower heads is necessary. Overall, the facilities don't seem to be properly maintained or cleaned regularly. ### Children's Lessons: - **Insufficient availability** : There is far more demand than available spots, especially for level 1 classes. More lessons should be offered to accommodate this demand. - **No-shows and waitlist management** : When people reserve spots and fail to attend, the waitlist isn't utilized. While this benefits those in the class, it negatively impacts the wider community. A policy should be introduced where missing two consecutive lessons leads to forfeiture of the spot, which can then be offered to someone on the waitlist. - **Instructor quality** : The consistency of instruction is lacking. In one instance, an instructor spent an entire lesson chatting with a friend instead of focusing on the children. When this was raised, the response was that the instructor was in training. This is concerning, as basic attention to students should be a priority, even during training. Either provide proper pre-lesson training or offer discounted lessons when learners are teaching. ### Private Lessons: - It would be highly beneficial to offer private lesson opportunities on weekends. Many users would appreciate this additional option. These improvements would greatly enhance the safety, accessibility, and overall experience for all who use Burgers Pool. |
| | 207 | Regarding the children's lessons (particularly level 1), being over subscribed, I would also have a teared pricing, with a higher standard price and a discounted price for those who need it (they demonstrate a need for the subsidy once and then from that point always get a discount, or you simply do an honors system). |
| | 208 | There should be more variety in swimming program at Belle Haven pool now that it is newly open to the residents living on the east side of Menlo Park. more variety in Senior swimming exercise classes. |
| | 209 | More hours for kids' splash pool |
| | 210 | More open swim lanes open 3-6:30pm, Belle Haven being open for lap swim at 8am instead of 10am, easier to sign up for swim lessons for local residents (they are gone so quickly!) |
| | 211 | Cleaner women locker room. |
| | 212 | More senior swim classes offered at different times |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 213 | I have not been to the pool in a while. One of my concerns is the quality of the lifeguards and ability to act in an emergency. In the past I have heard the locker rooms were not clean and you needed to worry about bringing bugs home. I hear the swim team had recently improved and I assume the masters swim team is still great. |
| | 214 | That there is an adult swim program at the Belle Haven pool. |
| | 215 | Lap swimming without monthly membership or expensive drop-in fees |
| | 216 | More open swim hours, especially in the summer and weekends |
| | 217 | I would like there to be more open lap swim in the morning. Right now lap swim seems to be taken over by private groups. |
| | 218 | None |
| | 219 | Knowledge of water temperature in Fall, Winter and Spring. Hours open for adults. |
| | 220 | Better shower stalls. |
| | 221 | Ease of signing up for swim classes (we haven't tried yet but plan to soon). Clean facilities. |
| | 222 | I'm not sure. It's been a long time since I tried to swim in Menlo Park. The pool always seemed too crowded, which was discouraging. I mostly swim now when we're traveling (which is seldom) and I really miss it. |
| | 223 | Renovation of Burgess Pool facilities. The showers and change room are outdated. |
| | 224 | Longer hours! Closing at 5:00 pm on weekends and 8:00 pm on weekdays is too early. Even staying open one more hour would be helpful. |
| | 225 | The locker rooms are dirty and gross. This is a huge deterrent for me. |
| | 226 | Larger discount for Seniors - Soap dispensers in Belle Haven showers - Swimsuit dryer at Belle Haven - Repair rough cement surface on Laurel Road side of Instructional Pool at Burgess - Provide notification on the website that locks are not provided for the lockers |
| | 227 | Aerobic class not so early. Hard to get there do early |
| | 228 | The rates should be lowered. |
| | 229 | More availability for kids swimming lessons |
| | 230 | I tried to find out how clean the pools are kept. I wanted to know when the last time was the chlorine was added and what standard of cleanliness the pools were held to. NO ONE COULD TELL ME. Not the way to run rec areas with pools. I want to know the day to day level of fecal contamination. |
| | 231 | Get rid of contract with Menlo swim |
| | 232 | open swim throughout the year; more hours for lap swim especially weekends and weekday evening times; more opportunities to enroll into swim team for younger kids |
| | 233 | I would like shade around the bleachers |
| | 234 | Warmer temperature pool and water aerobics |
| | 235 | NA |
| | 236 | Longer hours during the summer |
| | 237 | More open swimming time and more water aerobics, less lap swimming |
| | 238 | Lower fees |
| | 239 | More information for seniors to know when and where |
| | 240 | Program for toddlers of 12-18 months |
| | 241 | Cheaper. You are way too expensive compared to Mountain View for senior about \$1.50 per session of laps. You MUST reduce your fees. I enjoy going with my family during summer with the family pass but I need to swim all year long. Please, do something, Not a monthly pass but a day pass cheaper. |
| | 242 | MAKE AVAILABLE A SWIM CLASS CATALOG IN THE LOBBY/BY SUBSCRIPTION |
| | 243 | Price and schedule. |
| | 244 | Mire times or longer swim class |
| | 245 | Offer more space for recreational or play swimming for kids and adults. The main pool is roped off almost in every direction with only a tiny space at one end open for play swimming. The whole old pool was entirely open afternoons for everyone to enjoy. |
| | 246 | Having the facility closer to I 280. Living right next to 280 And Sand Hill Road, I consider the two pools too far away. There are no ways to get across Menlo Park from East to west or west to east In a reasonable amount of time. |
| | 247 | 1. Chlorine use in the Burgess Pool is way too aggressive. Would like to see this be switched to salt or something else. It cases extreme skin irritation to multiple users of the pool 2. The pool heater seems to break way too often |
| | 248 | As a retiree, the days and times of the aquatics program work perfectly. |
| | 249 | Indoor pool for when it gets too cold to swim outdoor |
| | 250 | senior aerobics |
| | 251 | Updating the Burgess pool locker room and making the children's pool available outside of the summer. |
| | 252 | Improved locker room, both capital investment and cleanliness |
| | 253 | The Sheeper team does a great job, in my view. Keep up the good work. I think it's great that the pool serves so many communities. |
| | 254 | none. |
| | 255 | I am new in Menlo Park, senior and I would love to swim and have discount to visit the Burgess Pool to improve my health issues. |
| | 256 | Aqua fitness, masters swim program |
| | 257 | The only thing that deters me from going is when the lap lanes get crowded. |
| | 258 | Open later in evenings |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 259 | Belle Haven pool can get windy. If a cover was installed on fencing, that could maybe stop the wind blowing on the pool. Also, for the cold months, there used to be a dome in Burgess Pool. Dome for both pools for cold months. |
| | 260 | A masters workout at noon Friday |
| | 261 | Heater at burgess pool seems to break a lot lowers confidence in safety of pools and equipment |
| | 262 | As an occasional swimmer at Burgess, Burgess satisfies my needs. The swimmers at the warm pool (mostly seniors) are nice and respectful of one another. I should try Belle Haven sometime soon but Burgess is so convenient for me. I am very happy at Burgess. |
| | 263 | I want a new provider. Too many programs created for elite swimmers and non residents. I do not like it!! |
| | 264 | More available lanes |
| | 265 | Twice recently my friend and swimming partner found feces and blood on a toilet seat. a few weeks after I saw a woman washing out her child's dirty diaper in the shower. I thought she would come back to clean it up, but unfortunately she didn't. in both cases, we notified the front desk of the health hazard. I have been diagnosed with a weird skin rash that only resulted after I started swimming at Burgess. From now on I'll be traveling further away to swim at the Stanford pools and my friend will have to pay more to swim there. I've been meaning to write a letter to Burgess ever since I developed the skin rash. Thank you for sending out the survey. Please call me and I'll read you the docto'rs diagnosis of the skin rash. I had to get prescription medicine to treat it and I've been taking it for almost 2 weeks. I've enjoyed the pool regularly over the past decade or so, but I can't go back until I know this public health hazard has been addressed. my friend is an aesthetician and she can't risk a skin rash swimming or even just using your facility. |
| | 266 | Keep bathrooms and changing rooms cleaner and fix things faster. |
| | 267 | Reduced charges |
| | 268 | clean dressing rooms, warmer water temperature. I swim at another pool regularly. |
| | 269 | Making them more clean. Lot of stagnant water in the restroom. |
| | 270 | N/A |
| | 271 | Open later on weekends |
| | 272 | Smaller group lesson size and more private lessons |
| | 273 | 50. meter pool, outdoor spa |
| | 274 | more open swim |
| | 275 | Better lap swimming hours and reserved lanes |
| | 276 | i work in belle haven and would love to come for a lap swim after work :) maybe discounts for local nonprofits in the belle haven neighborhood! |
| | 277 | afternoon exercise classes for 40-50 year olds. |
| | 278 | Classes for seniors that are not scheduled at 8 am |
| | 279 | Lower fees. I stopped swimming because it is so expensive. Better swim lessons/more affordable. I stopped bringing my kids for lessons due to cost. |
| | 280 | More space for open swim for families on the weekends if possible. Absolutely love the facilities on the whole. |
| | 281 | Less of an emphasis on master swimmers — not everyone wants to swim fast. |
| | 282 | More swim lanes |
| | 283 | N/A |
| | 284 | I would like to see warm pool, afternoon programs for exercise, for 40-50 years not seniors yet |
| | 285 | Longer open hours on weekends and during summer |
| | 286 | I don't know. |
| | 287 | Burgess dressing rooms and restrooms need remodel |
| | 288 | You don't need to make changes, I need to make swimming more important in my life. |
| | 289 | More aquatic exercise/dance classes. |
| | 290 | More lap lanes in the evening |
| | 291 | More schedule options please for the aquafit classes, esp. mid day. Currently only 8-9am at burgess which is a difficult time to make given school drop offs. |
| | 292 | I stopped a couple of years ago trying to get swim classes for the boys because it was so difficult to get a spot and a draconian process. I believe they have hired new teachers since and probably rectified the situation but I haven't tried, mainly because my children after going through Burgess swim lessons, they are proficient now, and they don't care for competitive swimming. They would only want privates, but those were very hard to sign up for. Hence, the ability of being able to sign for private lessos for teens + adults would be important. |
| | 293 | The cost of the pool should be a lower cost |
| | 294 | 1) improve changing rooms / showers- it is in a really bad shape. I dont came before work because i dont want to take a shower in the pool. 2) Make it easier for "Solo" to contract with the pool. |
| | 295 | Bellehaven: Open earlier please! Ideally 7 or 8 AM. Please also get a bathing suit drying machine. Having towels available would also be amazing. |
| | 296 | Not applicable |
| | 297 | Lower fees and more availability |
| | 298 | More swim programming for infants (<1 year old) |
| | 299 | More times for adult lap swim or kids play. |
| | 300 | none -- we have a pool. We prefer a low chlorine pool. |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 301 | More open swim/play time available for families and kids. We never go to the pool because it seems like it's always for lap swimming. |
| | 302 | More kids friendly and offer more kids swimming lessons on the weekend |
| | 303 | Right now, there is minimal open swim time for kids and when there is it is very crowded. That has prompted us to get a membership at a different community pool where it is less crowded. |
| | 304 | More open swim time. |
| | 305 | Need a new company running it. It should be given on Menlo Park families not the people who join Sheepeer's competitive teams or triathletes. |
| | 306 | I would like to use the Burgess pool for my kids - both beginner swim lessons and swim teams.- but I haven't because of the limited schedules that those things are offered, my kids think the pool is too cold, and the parking at Burgess is always such a disaster that we try to limit the number of times per week we have to be there. |
| | 307 | More shades |
| | 308 | As a new resident in Menlo Park, I was unaware there were city run pools. You should highlight that for your citizens. |
| | 309 | More access for swim teams not connected to the current pool manager. |
| | 310 | Better lighting and cleaner floors in changing rooms. |
| | 311 | More older adult activities |
| | 312 | If the baby swim classes were more affordable and for shorter time periods, we would use more |
| | 313 | none |
| | 314 | More aquatics classes geared to adults that can be taken outside of normal workday hours. |
| | 315 | No changes |
| | 316 | There's no hot water in the changing room showers at the Belle Haven pool. Why??? |
| | 317 | hours of operation |
| | 318 | More open lap lanes. Improved locker rooms. |
| | 319 | I'm very impressed with the aquatics programs in Menlo Park. Have never seen better. |
| | 320 | I think more lap swim lanes should be open to the public during the afternoon hours. Currently, residents pay \$9 single entry for access to just three lanes, which I don't think encourages residents to come swim at the pool. One idea it could be to drop the single entry price when lap swim lanes available are limited by the kids swimming lessons. |
| | 321 | Better changing facilities |
| | 322 | Flexible after school programs |
| | 323 | Later lap swim hours- add evening lanes until 8:00 pm. |
| | 324 | Renovation of facilities in Burgess Pool (showers/changing rooms) |
| | 325 | I wish private swim lessons were more available and more affordable. We go to various private swim and tennis clubs for swim lessons because it is cheaper even with their non member rate than going to our local pool, which is crazy. Also the swim camp is such a great idea but there's so little swimming that happens and the new hours don't work well for working households. We've done the camps several time but probably won't again as I don't feel there's enough swim instruction time and unsurprisingly my kids have not really improved from participating. |
| | 326 | We use the pool, it's very important to us. My husband does lap swim, I do warm therapy swim. |
| | 327 | Complaint about the field usage had an incident where a lady was kicking me out from the side of the field. Her team was not even there! crazy Coumminty park is always rented out from people outside the Bell Haven area! |
| | 328 | locker room |
| | 329 | Lap pool at Burgess heated to a higher temperature. |
| | 330 | I'm not sure. Although I loved to swim when I was younger, I've been hesitant because I'm unsure what is available/comfortable for seniors, even those of us who are fairly fit. |
| | 331 | Locker rooms at Burgess can get pretty gross. |
| | 332 | better changing rooms with more lockers |
| | 333 | Hot water in the Belle Haven locker rooms would be great. |
| | 334 | Wading pool at burgess pool open all year/more often |
| | 335 | Adults only hours in the small, warm pool |
| | 336 | more advertisement |
| | 337 | Adult water polo! |
| | 338 | MORE TIME FOR OPEN CHILDREN SWIM |
| | 339 | Lower rates |
| | 340 | Locker rooms need to be clean and well stocked with shower amenities like soap. Shampoo would be nice too. |
| | 341 | / |
| | 342 | Availability of swim lessons (children and adult) and schedule |
| | 343 | Extended late afternoon/evening hours, especially on weekend, better facilities (updated and more spacious changing rooms/showers/restrooms and increased cleanliness) |
| | 344 | The burgess locker rooms need to be redone. I won't go in them or have my kids go in them at this point and I've been using the pool for over a decade. The mold is a serious health hazard. |
| | 345 | the locker room at Burgess is sub-standard. |
| | 346 | More lessons for kids that are at times that work for working parents. It's so hard to get spots in the 4:45/5 pm time zone. And being able to sign up for a series of Saturday or Sunday lessons instead of individual weeks. |
| | 347 | Available times for open lap swimming |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 348 | the belle haven pool feels like it was designed by someone that doesn't understand what a pool is and made many obvious errors like the lip on the pool or the pooling of water in the bathrooms. I would be visit more if the facilities had more investment for making the heaters work and designing it properly. |
| | 349 | Free swimming, More space and around-the-clock time for family swim/play. |
| | 350 | Later in the day, maybe the afternoons |
| | 351 | Offering more slots for swimming lessons. Everytime I tried over the last couple of years to sign up for swim lessons for my son, there was no availability or even lessons offered. |
| | 352 | The space feels very crowded at times and the locker rooms do not feel clean or well kept. |
| | 353 | a discount on a package of 5 or 10 swim visits would be great—being able to pay for a package or 5 or 10 visits all at once without being locked into a subscription. |
| | 354 | We loved the swim camp at Burgess when my daughter was younger. I think more programs like that for tweens and teens, but more of a drop-in session. |
| | 355 | Weather has a factor for me. So cool weather I may not come as much |
| | 356 | Once I retire next year, I hope to use the pool weekly and look forward to it being available for lap swimming during the late morning hours. |
| | 357 | Updated |
| | 358 | New to the program.Do you have hot showers? |
| | 359 | If the Belle Haven lap pool were a competitive size pool I would be willing to use it at all. It would be nice to allow the waterpolo team at Burgess to use the facility on a multiple days without an unrealistic fee. |
| | 360 | Hot tub, outdoor heaters |
| | 361 | Having free admissions for local families Or very minimal fee \$2 per person |
| | 362 | Upgraded bathrooms, changing areas, shower stalls. |
| | 363 | I would put flags on the bell haven pool so it is easier to lap swim |
| | 364 | i pay tax for this area and dont feel i get value for the expense. it is target for everyone that is not a resident. |
| | 365 | no comment |
| | 366 | Lap swimming availability |
| | 367 | acuatic classes in the afternoon for those of us who are not morning people... |
| | 368 | Si tuvieran programas para personas de bajos ingresos. Las tarifas son muy caras. |
| | 369 | Longer hours the pool is open, and more lap lanes. Children do not need open swim time Mon-Friday evenings. Make it all lap lanes unless it is the height of summer (June-August). |
| | 370 | I thought it was great when multiple times of day opened for the bridge swimming program. If summer team could also have multiple times to make it easier to concurrently enroll in camps and still making it to swimming on time would be amazing. |
| | 371 | Burgess has become effectively a private pool for a swim club that deigns to allow residents (who paid for the facility) to use it occasionally. |
| | 372 | Thanks for supporting youth swim programs in particular youth competitive swimming |
| | 373 | N/a |
| | 374 | Cleaner locker rooms |
| | 375 | none |
| | 376 | sturdier lane lines and cleaner showers |
| | 377 | . |
| | 378 | Cleaner locker room at burgess |
| | 379 | We love PASA, it has given our family a home and community in Menlo Park |
| | 380 | None, already going 3-4x/wk for our sons' competitive swim teams |
| | 381 | Facilities like bathrooms locker room feel a bit dirty |
| | 382 | Would prefer a slightly warmer pool |
| | 383 | Longer hours to reduce load on lap lanes. Better guides for the younger kids swimming lessons (more Jacobs!). Competitive swim teams PASA is very important to us, and also lap swimming. The recreational pool during the summer became almost impossible to use with how crowded it is. |
| | 384 | a monthly/annual discounted family pass for residents |
| | 385 | If there were summer swim intensives for children, or swim lessons that worked with our schedule, I might consider coming to the pool. |
| | 386 | I have never been to the pools. I would come for aqua exercise if it was offered in the afternoons. |
| | 387 | Weekend Aquafit Class |
| | 388 | More family time |
| | 389 | Timely replacements of broken shower heads, pool parts (heater pump) and frequent cleaning of bathrooms. |
| | 390 | Offer adult swimming lessons |
| | 391 | Aquatics in the pm |
| | 392 | it is still not affordable for seniors. I propose that you offer free swimming during limited hours for senior & qualified residents of the Bellehaven neighborhood, especially the residents with houses adjacent to the community center & pool who bear the impact of increased traffic & congestion |
| | 393 | Would LOVE if Belle Haven's showers were warmer - they are lukewarm and getting out into the cold air to a cool shower is not super comfortable. The Burgess locker rooms just need to be constantly monitored for cleanliness - high traffic and high use, easy to get dirty |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 394 | Changing the fee structure. My spouse was part of the masters swimming group at Burgess but stopped pre-pandemic due to the high cost. My daughter took swim lessons when she attended Menlo Children's Center but stopped when Team Sheeper discontinued its arrangement with MCC. |
| | 395 | The women's locker room bathrooms need more frequent cleaning. |
| | 396 | Lower resident rates |
| | 397 | Burgess recreational pool water quality and filtering being on par with performance pool (recreational pool water always feels dirtier) |
| | 398 | Pool staying open until a later hour at night |
| | 399 | Lower fees, expanded free swimming hours |
| | 400 | Better/more widespread advertisement about availability. It would also be nice if they hosted events for kids, especially events geared towards younger children. I have an almost-2 year older and his comfort around water and swimming skills are very, very important to me |
| | 401 | Minor adjustments to the schedule: - More lanes available to swim team from 3-8pm - Free swim on weekends from 9-5 Sat and Sun - Lap swim doesn't need quite as many lanes (usually there are fewer than 2 swimmers in each lap swim lane) - It's terrific there's the warm pool for instruction and lessons. |
| | 402 | It would be great if you could re-open the Sunday morning Aquafit class. Also, I prefer a more vigorous class, as in the classes offered by Jen and Irma. |
| | 403 | I am a senior who works full time, 45 hours a week M-F. So when you offer water exercise only during the day, on weekdays, I miss out. I'd appreciate water exercise classes that begin at 6:30 or 7:00 pm on weekdays, several days a week, at Burgess pool. |
| | 404 | 92 degrees |
| | 405 | No opinion at the moment. |
| | 406 | We visit a lot! |
| | 407 | The belle haven pool instructional pool isn't 25 yards and runs cold. The showers in the locker rooms are barely luke warm and there are hardly any benches to change children The burgess pool performance pool runs a tad cold in my opinion. It seems like there are heater issues a lot. The showers in the locker room could be cleaner |
| | 408 | price. I swim in my townhouse in summer when pool is open. I go to 24 hr Fitness in Winter. ID LOVE to go to Burgess every so often. I just looked at price. YOW. \$8 a swim. \$52 per month. I wont do that. Obviously, MP needs to set price to keep the pool operational. I RESPECT THAT. Both Burgess & Belle Haven are BEAUTIFUL. Id love to swim every so often, but wont for \$8. I will drive to indoor 24 hr fitness in Redwood City. |
| | 409 | More lap lanes in evening and weekend early evening hours |
| | 410 | Belle Haven pool isn't warm enough. I canceled water babies lessons because I was so miserably cold last time. I think because it's in the shade it needs to be warmed more. |
| | 411 | programs for younger children |
| | 412 | none |
| | 413 | Adding a swimsuit dryer/spinner ?, like the ones at Equinox, would make it easier for me to use the gym more frequently. |
| | 414 | Please just keep in mind that swimming in supposed to be fun. I don't care about my kids entering competitions. They don't want to compete. They just want to swim to stay fit and have fun. So please keep class options available that have the simple goal of: fun + fitness, *without* competition. Thanks! |
| | 415 | It is waaayyyy toooo expensive! I have never lived somewhere that I've had to pay for the public pool. I pay A LOT of taxes - this service should be free. |
| | 416 | Better publication of times, costs, and programs at the Burgess Pool. Indication of wait times, if any, for pool program access. |
| | 417 | Not enough lessons for beginning swimmers. Better and more lap times. |
| | 418 | Don't know |
| | 419 | More lap swimming time in the instructional pool |
| | 420 | Public pools should be free for residents. Learning to swim, honing swim skills, and continued practice of those skills is a life skill that tax paying residents should have FREE access to. The pool rates for Menlo Park pools are NOT affordable nor do they make this public service accessible. You are gatekeeping an important public resource from the public with these unreasonable membership prices/fees. As a resident of Menlo Park I cannot afford to swim in my own public pool. That's absurd. |
| | 421 | Please make it available year round! We live in California, weather is no excuse! Opening in summer only is just silly. I would like to be able to go when it's less busy. |
| | 422 | More swim classes for children. they fill up fast |
| | 423 | Classes gratis para niños |
| | 424 | Public-run, public-focused swim programs with investment from the city that recognizes the pool as public good. Specifically, programming and resources should be focused on improving public health and community togetherness through free or heavily discounted swim lessons and wide availability of open swim during times convenient for families. |
| | 425 | N/A |
| | 426 | I would like to see more offered program times for exercise for adults at both facilities. |

Comments

| Question | Ref # | Comment |
|---|-------|---|
| | 427 | Please open an additional lane for the 6:00am and 7:00am Masters swim. Currently there are 8 lanes for Masters and 3 lanes for lap swimming. Especially at the 6:00am swim there are so many Masters swimmers that we don't have enough lanes. I respect the need for lap swimmers so I am only asking for one more lane. There are rarely four swimmers at 6:00 am, so they could split the lane and still accommodate four swimmers. Thank you! |
| | 428 | More open lanes for lap swimmers during busy times when other classes take up most lanes. |
| | 429 | Walk through on video so that people with neurodivergent brains can prepare what a visit might look like and where to go and where to find things |
| | 430 | More than 3 lap lanes in afternoon and evenings |
| | 431 | More lap hours/lanes in the warmer pool, better access to the family locker room (I'm trans and not sure where to dress/shower so I'd rather just use that, but last time I was there it was locked and I don't want to out myself every time just to access it) |
| | 432 | See answer below. |
| | 433 | The pool hours seem focused on making money based on sports teams. There are limited ways to start swimming if you don't fit neatly into a box, like a 15-year old who wants to start swimming but is not swim team material. Also I think it's bad that you only offered the ladies' water polo team Sunday mornings 8-10 am. That's too early for me to join them. I wish you would give them a good slot like Tuesdays and Thursdays 6-8 pm. Your changing rooms are dirty. You need shade in your pool area. |
| | 434 | At least one lap lane available 90% of the time. I would use the pool more often if that were the case. Water temp 84-86 degrees |
| | 435 | Better hours for family swim/ more area available. The COMMUNITY pools primary purpose should not be revenue driven. Swim lessons and masters should not occupy the pool more than open swim availability. |
| | 436 | Earlier hours or more availability when teams practice. |
| | 437 | If you started offering Senior activities. |
| | 438 | I already visit the pool 5 days a week. That makes me tired! |
| | 439 | I actually want to try swimming as a regular exercise. Having a monthly pass I think would have made me take the plunge. :) I was gone for a chunk of summer and didn't get one when the bh pool first opened. |
| | 440 | Lower daily cost for drop-in resident of Menlo Park swimmers |
| | 441 | keeping the leaves out of the pool during the windy winter months. |
| | 442 | I want to visit the Belle Haven pool. As a non-binary person, I am uncomfortable with gendered dressing rooms. |
| | 443 | More adult classes |
| | 444 | Main factor for me at this time is open swim hours. I would go a little more during weekdays if play/social time started from 5pm, but I understand that lessons at this time are in demand. |
| | 445 | Cheaper fees for people that live in unincorporated Menlo Park. |
| | 446 | lower monthly fees |
| | 447 | Don't know. Maybe an optional towel service? |
| | 448 | Free indoor pools |
| | 449 | The new Belle Haven is a terrible build very non-standard for any lap swimmers. Locker room needs more benches for dressing. I recommend you never hit that architect again! |
| | 450 | Expanded weekend hours |
| | 451 | Please refurbish the locker rooms at Burgess. |
| | 452 | None - I go there a lot as does the rest of my family their programs offer variety and access to lots of needs |
| Please tell us your ideas, needs, and suggestions for the city's aquatics programs and/or facilities. | 453 | Limited space at Burgess and need larger pool space to add open swim during peak times; is it possible to move the tennis courts and expand the Burgess swimming pool area? |
| | 454 | Water aerobics fo 40-50 More free swim with family activities Warmer lap pool in winter as i get older |
| | 455 | Burgess: Improve the locks on the doors to the toilet stalls. Some are hard to operate and don't fit well. Put new toilet seats on the toilets. They have stains that make people think they are dirty. Make sure if the toilets are meant to self-flush that they DO self-flush. I usually have to wait to see if they do, and then if they don't, I flush them myself. I don't care which way they are, but they should work. Fix the door to the women's locker room so it opens easily, instead of putting a sign there telling that it DOESN'T open easily. Put hooks on all the showers that are low enough for someone under 5 feet (me) to be able to hang up suit, etc., while showering. Repave the deck so it is not so rough. (Although flip-flops help.) Respond to requests for repairs in a timely manner rather than months, or not at all. Next time the wooden benches outside are repainted or re-stained, use a lighter color that doesn't burn your skin in the hot sun. Belle Haven: put drains in the floors of the dressing room. It will be trouble in the future if you don't. Put more benches in the locker room so people can sit down to temporarily park their gear while they get dressed and to put on their shoes. In the women's locker room (I haven't been there for a few weeks, so this may have changed), those benches could go in place of the useless glass screen in the middle of the floor. |
| | 456 | The showers in the locker room at Belle Haven aren't warm enough. Another bench is needed in the locker room too. Perhaps take out the glass wall. The time clock is in a bad location. It is difficult to see it due to the sun behind it. |
| | 457 | Aquatic fitness for seniors |
| | 458 | Equity for both communities regardless of their income, race, ethnicity, and gender. |
| | 459 | More open lap swim later in day. |
| | 460 | Teen activities on weekends and in summer |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 461 | Flyers should be provided to the community, posters in the BH pool area. Announcements too our local school - Belle Haven school. This is were students and parents join and will get more information about what is happening and going on in the area, so they can participate. |
| | 462 | Why don't you try to conduct a survey with the kids directly about the competitive teams? Don't take my words for granted. My kid loves swimming, but she would not join a team every again. I tried, but every single child she and I spoke with says that they DISLIKE them. They do it bc the parents require them. And the parents require it - in most cases - because they simply have no other option. Meanwhile, that is taking over most time/space of this public pool. |
| | 463 | The Burgess pool locker room really needs to be cleaned and improved. Showers are often clogged and leak, the walls and surfaces are not sanitary (fungus and mildew). Also the life guards need to do a better job of managing non-lap swimmers during the lap time; there are families with kids who take a whole lap to hang out and teach kids when they can use the other pool. Lower monthly fees for frequent and resident swimmers. |
| | 464 | My kids have suggested synchronized swim classes - even like a 1 day event or a few session series. |
| | 465 | The women's room used to not be as clean as it could have been!., |
| | 466 | If facility is closed due to maintenance issues, pass holders could have the option to go to other swimming pool for free. |
| | 467 | Burgess pool could use more shaded areas around the pools for parents waiting during swim lessons. |
| | 468 | Open more, better changing rooms |
| | 469 | I find the Burgess park locker rooms to be very unclean. |
| | 470 | Evening masters time and noon masters every day. |
| | 471 | Would be nice to add back evening practice times for masters swim |
| | 472 | Ensure sufficient lap lanes for lap swimmers during busy times. Enforce lap swimming only for lap lanes. |
| | 473 | Enable prepaid lap swim on our electronic accounts |
| | 474 | I know chlorine is important for the health and safety of the swimmers, but is there a way to find a balance so it is not so strong? |
| | 475 | Improved locker and bathroom facilities - cleaned more often, especially during peak times. Or adult only vs family locker rooms. |
| | 476 | Designated spectator areas for parents, more space for swimmers to put their stuff, more lounging areas for hot days |
| | 477 | Really like the sheeper folks. |
| | 478 | shade in the lap swim area during summer |
| | 479 | Signs at Belle Haven pool should be in both English and Spanish. A lot of users would like a second bench in the women's dressing room. A suit-spinner would also be nice. |
| | 480 | I would love to figure out a balance for the clubs and normal lap swim. Unfortunately I don't know what could work. |
| | 481 | More private swim lesson options after 3pm |
| | 482 | idk |
| | 483 | idk |
| | 484 | Changing room too small in Burgess rusty cramped and run down. not enough lockers and people leave their stuff on the benches while swimming particularly the masters swimmers. |
| | 485 | See above re: spray sunscreen usage. That is my only complaint. |
| | 486 | Is there any possibility of really fixing the water drip in the women's showers? The handicap shower has been dripping for the 2 years I've been going to Burgess. |
| | 487 | Once or twice per year, have Masters do a "new to Masters" introduction/orientation/open house for potential new members Same for Team Sheeper |
| | 488 | Basically all my needs are met I'm love the coaching, workouts and times offered. Thank you! The women's locker could use updating and a good cleaning, though |
| | 489 | See above. I have two children who are intermediate swimmers (One at level three and one at level four) and both have taken camps and weekly lessons at Burgess pool, but it is very hard to get them a slot in the levels that they need. I've also heard other parents criticize the level 4 swim instruction in particular, saying that the bridge swim program provided much better instruction and that level 4 actually taught some incorrect skills and techniques that the bridge swim instructors had to undo for their children. I haven't had children in the bridge swim program because they are not available multiple days a week, though. It would be nice to have something like the bridge swim program available once a week. |
| | 490 | Nome |
| | 491 | I think lap swimming, children's programs - both learn to swim and swim team are all equally important. I think the aquatics program is run fair and equal to all ages and abilities. |
| | 492 | [Name redacted] does an excellent job running facilities that serve a wide range of needs. Please keep [name redacted] running these facilities! |
| | 493 | I love everything about swimming at Burgess pool... the facilities and staff are fabulous. |
| | 494 | Would love to see lessons for kids, either group or 1:1 all year on weekends |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 495 | I've seen facilities where they put a giant tent over the pool during cold season to conserve energy and keep the pool warmer for kids. Not sure how feasible that is, but would definitely encourage more usage. |
| | 496 | Make it easier to book siblings swim lessons at the same time. |
| | 497 | I live in a community with no public pools. I'm very appreciative of the opportunity to swim at Burgess and Belle Haven. |
| | 498 | Better promotion of adult and senior programs for Menlo residents. |
| | 499 | Adding more lessons for children in Menlo Park would be ideal, as there is a significant demand from families with young kids. And giving priority enrollment to the west Menlo Park residence. |
| | 500 | Keep more lanes open during group events in performance pool |
| | 501 | The locker rooms need a suit dryer. The shower temperature is too cool. |
| | 502 | Please clean over head vents in women's locker rooms at Burgess |
| | 503 | Extend the hours for Belle Haven |
| | 504 | Sustainability for the current operating model |
| | 505 | |
| | 506 | the dressing room in Belle Haven could use more benches and hooks |
| | 507 | Overall swimmers are relatively courteous when sharing lanes; however, some swimmers swim as if they are the only ones in the lane when sharing lanes and I worry that this may lead to inadvertent injuries (i.e., swimming towards the center, butterfly stroke, making lots of waves) |
| | 508 | The women's locker room is badly in need of deep cleaning and regular maintenance. |
| | 509 | 8 am Saturday Masters swim session and or Friday at noon. |
| | 510 | I really value lap lanes and I do feel resentful when youth or competitive swimming or lessons take ALL the available lanes. I appreciate it when 1 or 2 lanes are left open for lap swimming. I understand kids need a place to play but I usually see the deeper part of lanes not used by kids or families. |
| | 511 | Please fix the showers in the women's locker room. The water pressure is massive in some stalls but literally at a "light spit" in others. See Rinconada pool showers as reference for proper function. |
| | 512 | no outside private lessons as is stated |
| | 513 | Open swim year round, at least until 3:45 (as it is currently). |
| | 514 | My daughter participated in the Junior Lifeguard camp this past summer. Unfortunately, it was a very disappointing experience. The majority of the time was very unstructured "free time" and the skills she learned were minimal. Please adjust your advertising to more honestly represent the activities offered at this camp, so that parents know what to expect. I felt that it was not a good value for the high fee. |
| | 515 | More swim classes and events for kids |
| | 516 | re-open the swim shop that used to be at Burgess. It was great to be able to buy a snack, or to buy swim gear. Not sure why this was taken away. Seems like a big miss. |
| | 517 | Locker rooms: 1 Add utility shelves in the showers so we don't have to put toiletries on the floor! 2 Ditto for the outdoor showers. Also add simple hooks so we can hang towel , etc. |
| | 518 | See comment above. While it is awesome to have these aquatic programs, times for regular residents to use the pool would be great. As a working mum, not a lot of options available for me to go. Can there be days where you don't have aquatic programs during the week to allow regular residents to use morning & late afternoon. The addition item I would mention is that the shower / bathrooms need a renovation:-) |
| | 519 | The pools are wonderfully run and I love swimming at the pools. |
| | 520 | Build a pool on the poorly used tennis courts, like at Rinconada, where children can really learn how to swim more on their own without an adult holding them up all the time. In the meantime, make the first lane in the Instructional pool available 100% of the time the pool is open for "Open Family Instruction". This is basic public health and safety stuff and this community is going to be partially responsible for a child drowning, somewhere, because it is not providing basic, affordable access to all learners. I've never lived somewhere easier than this to get in great lap swimming. Surely a few lap swimmers in this community could learn to circle swim to help improve general public safety for all? |
| | 521 | The locker rooms are a weak point, undersized & with a poor design. If/when the time comes for a remodel, I'd suggest using the ones at Riconada as an example of a much more functional & pleasant layout. |
| | 522 | n/a |
| | 523 | THANK YOU for all that you do to support this amazing pool! I love coming to the pool. Thank you also for issuing special schedules for weeks when youth groups will NOT be using the instructional pool in the late afternoon so that other members of the community can use the pool then. |
| | 524 | More openings for open/lap swimming for residents |
| | 525 | Would love to see a therapy pool (jacuzzi) for post swim workout. |
| | 526 | NA |
| | 527 | Be able to reserve lanes so as not share lanes |
| | 528 | The most important issue for my family is the availability of lap lanes. |
| | 529 | 1. I don't understand why Flood Triangle has access to Belle Haven "hyperlocal" pricing and Suburban Park - Lorelei doesn't. Seems unfair financially given very similar demographics. 2. Consider setting up private changing tents year round to help with access and cleanliness of the changing rooms at Burgess. 3. Bring in more lounge chairs and tables in Burgess, like they have in Belle Haven. |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 530 | I just want to call to your attention that at the Burgess pool, in the women's changing room there is a sign that reads something to the effect of..."children over six must use their same gender restroom". However, on MULTIPLE occasions an adult swim instructor who is not a female (at least clearly not biologically) that uses that dressing room. While the restroom stalls have doors the showers and open changing area do not. As a parent of a female child it greatly concerns me that a biological man has access to where my young child is changing/showering without privacy. If there is a rule that applies to children regarding using their same gendered restroom/changing room I'm baffled how that does not apply to this adult swim instructor. I want to be clear, this instructor is a great swim instructor and I have NO problem with him teaching my child how to swim. However, I'm greatly disturbed he is allowed to use the same changing my young child uses. |
| | 531 | Improving the locker rooms, showers, and toilets. Perhaps adding additional outdoor showers. |
| | 532 | More lap swim availability after 5pm on weekdays. Open later in evenings. |
| | 533 | see above |
| | 534 | provide swimming pool news, updates, and classes to Belle Haven residents via US postal mail. Not many residents are on social media or see it via email or online. |
| | 535 | The program could not be run more professionally! all the staff is great, outgoing, friendly and greets me by name. The facility couldn't be more beautiful! Sometimes i wish (especially in the summer months) that the bathrooms were cleaned more often. |
| | 536 | Staff is great. |
| | 537 | n/a |
| | 538 | Fix doors to women's locker room. So far the attempts have been unsuccessful. In response to the question below, I already receive emails and do not want duplicate information |
| | 539 | Remodel the Burgess locker rooms and add more outdoor rinsing showers. Add benches in the Belle Haven lockerroom. |
| | 540 | NA |
| | 541 | Have a tent over the pool so that there is shade. Right now there is a lot of sun burn |
| | 542 | More master lanes in the performance pool in the morning. |
| | 543 | Make the doors to the Burgess lobby have an auto-open door, for people like me who can't open them easily (due to arthritis). And FIX THE DOOR TO THE WOMEN'S LOCKER ROOM, so it's easier to open. |
| | 544 | See above answer |
| | 545 | The Belle Haven turn marker T's are too close to the end walls. This is DANGEROUS. In pool design, there is a standard distance between the turn marker T's and the end walls. In the Belle Haven pool the marker T's and the end walls are much closer than this standard distance. Lap swimmers and team swimmers are accustomed to and expect this standard distance when they judge their actual distance to the wall before they turn. Sooner or later a lap swimmer is going swim an extra stroke before turning and break their hand or hit their head and be injured or even killed. This is dangerous and the problem needs to be corrected. |
| | 546 | Burgess needs a wind block screen on the west side fence similar to what's around the tennis courts. |
| | 547 | The Burgess pool offers the best swim lessons in the area. They are skills focused and the kids progress much faster than any of the other area programs we have attended. That said, I wish they would publish the schedule more than a day or two in advance of the sign-ups. There's no practical value in waiting that long before releasing the schedule and having at least a week of notice would be really helpful for managing the kids activities. I'd also like to see more of the higher level classes offered. |
| | 548 | 1) Annual family pass needed, not just summer pass. Or some version of a family pass whether monthly, seasonally (i.e. summer, fall, winter, spring). The non-summer is too expensive for our family to go frequently to make it worth it (i.e. 2 adults, 2 kids, etc.). Need to make it affordable for families year round. 2) Longer weekend hours especially during summer. Pool should be open longer on weekends than week days, and for example open until at least 8pm on Fri, Sat, and Sun. 3) once a week lessons during the summer like during the non-summer |
| | 549 | n/a |
| | 550 | . |
| | 551 | More availability for the wading pool during heat waves. |
| | 552 | Better showers facilities at Burgess women lockers |
| | 553 | Have more scholarships and reduce classes |
| | 554 | Could you please make Belle Haven Pool open till 8 pm like the Burgess pool. Going swimming after work is difficult because the pool closes at 7 pm. |
| | 555 | It would be great for unincorporated menlo park to have priority on booking classes at the same time as the rest of menlo park. |
| | 556 | Have an online camera on pool so can see how busy lap lanes are without having to come to pool. |
| | 557 | The pool and aquatics programs are great. There should be some plan for expansion, since Menlo Park is putting in much new housing, which will no doubt put a strain on recreational facilities like the pool, which is sometimes crowded now. |
| | 558 | Better locker room for women at burgess, push button showers similar to Rinconada to help save water. Make the locker room door less sticky. |
| | 559 | Improve lifeguard training and enforcement of pool rules. Teach lifeguards how to use their whistles to correct pool behavior for the individuals intended and the rest of the pool occupants. Teach lifeguards to overcome their fear to address none compliance of pool rules. |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 560 | The facilities in the changing room, like the shower heads should be changed into bigger ones. Also hope the AC is clean and working in winter season. |
| | 561 | The women's changing rooms are inadequate. They need to have better showers, more space, and signs all over saying "please make sure you get your hair out of the drains in the showers and sinks." As a year around swimmer and Menlo Masters swimmer, I would love to see a noon MM workout on Fridays, in addition to the current ones. I am grateful for the beautiful facility, for the staff, coaches, and regular swimmers. |
| | 562 | I would love to have in Menlo Park a pool that is JUST for play, similar to the pool at Rincanada. My kids are now too old for that type of pool, but it feels like the one thing our community is lacking. |
| | 563 | The summer camp with a swim lesson is a wonderful program we will use again! It would be great to have a parent-child program where I could attend with my son (9years) with special needs and a swim instructor and a small group. |
| | 564 | n/a |
| | 565 | Keep Tim Sheeper in charge of both pools and their aquatic programs. He and his team are terrific! |
| | 566 | adult swim team/private swim team should never take priority over public swim needs. |
| | 567 | Burgess pool is very well run and everyone is very nice. There is always hot water in the showers and when something is broken they always fix it. I really appreciate the warmer water in the instructional pool!! and the fact that the larger pool is never terribly crowded, at least during the weekday mornings that I prefer. And I can WALK to the Burgess pool, which is fantastic. |
| | 568 | Not allow homeless folks to use the shower facilities and wonder around the facilities and take items out of the Lost and Found. |
| | 569 | Suit spinner please. As an aside i absolutely love the new pool. Pinch myself every time. I know it is going to get busier but I am enjoying the peace of only a few other swimmers. |
| | 570 | Tim Sheeper is doing a wonderful job managing the pools |
| | 571 | Could you mop down the women's locker room in the afternoon. The floor gets quite slippery even before the end of the day. Also the showers get clogged often. Would be helpful if that was monitored during the day instead of just cleaned at closing. |
| | 572 | see above |
| | 573 | I live in Ladera. My children were in the Menlo Park School Districts. While still working, we maintained a medical building and paid rent and taxes in Menlo Park. The question, "Are you a resident of Menlo Park?" feels like it is possibly meant to exclude us. If so, the questions misses a bigger picture. |
| | 574 | Have a discount pass/ticket for say four swims per month. I realise that there is a monthly pass, however, if one only swims 4 - 5 times a month it is more economical to pay per visit. I suggest of bulk subscription/ticket good for say 10, 20, 30 etc swims. As long as the bulk ticket was cheaper than the equivalent number of single pool entries, it would encourage people to come more regularly. |
| | 575 | I appreciate very much you allow guests from neighboring towns. |
| | 576 | Extend family swim time during weekends to start earlier, and end up at 7pm or even later. Kiosk with basic snacks/meals can also be popular for families during the weekends. Invest in comfortable seating options - tables, shade, loans etc |
| | 577 | Updated/ cleaner facilities |
| | 578 | more fun programs |
| | 579 | Continue to clean and maintain the pool infrastructure so there are fewer long closures for unanticipated problems |
| | 580 | see above. too many swimmers in the pool. fix wrong bottom T markings in BH pool. |
| | 581 | Aquatics as lifelong exercise for all ages and abilities |
| | 582 | I have heard that it is difficult to get in to swim. I would have more open houses and advertising if what is available. I am writing this from a trip where I snorkeled and had to swim in a strong current. This made me realize that I should take some swimming lessons |
| | 583 | I very much appreciate that the Belle Haven pool offers open, lap swimming during the peak times after work from 3-7pm and that the lanes are not taken. over by youth and/or competitive sport programs. BIG kudos to the AMAZING, kind and helpful staff at both the Burgess and Bell Haven Pool - you are a stellar team! |
| | 584 | The water used for refilling bottles lacks freshness. Consider using higher-quality filters for improvement. |
| | 585 | It would be nice if the locker rooms could be cleaned more often on the weekends, especially in the summer. Also, it would be nice if the locker rooms were upgraded at some point. They are pretty old and run down. |
| | 586 | Burgess locker room needs a major clean up and overhaul but understand that's a huge undertaking. I really like Riconada locker room . I really like the belle haven locker room, but they defiantly need a swim suit spinner and safety mats as it gets very slippery. I think also growing some foliage around the outside of the pool so you aren't looking directly at the parking lot |
| | 587 | Less expensive fees to enter so all can enjoy the pools please. Thank you . Exercise is vital for health and perhaps more residents would come to swim if not so expensive; we pay a lot of taxes to support our community in Menlo Park . |
| | 588 | Keep it as it is. |
| | 589 | belle haven pool locker rooms need more benches |
| | 590 | Multiple water aerobics classes daily (for aerobic exercise, toning, etc) |

Comments

| Question | Ref # | Comment |
|----------|-------|---|
| | 591 | Might be nice idea to know how many lap swimmers are present to avoid crowded lanes. Good to set the rules about lane sharing so everyone knows what they are. I would go if it was say \$5 for off peak residential seniors, for example. I had a few cranky swimmers encounters and wasn't sure what to do so I found other swim options but I live walking distance so would go if cost efficient. |
| | 592 | Improve locker room. |
| | 593 | It would be nice if there are more group lessons for kid. It is hard to register. |
| | 594 | I haven't been yet to the Belle Haven pool but hope I can get there soon as it is in my neighborhood. Hoping that there will be advertised times for senior aquatic walking with a couple of reserved lanes. |
| | 595 | I found the floor of the Women's locker room to be quite dirty on 07Oct2024 when my towel touched the floor and I saw dark spots on it. I know this area was cleaned on Friday late morning, that's good; I haven't been back since then. |
| | 596 | My kids have learned to swim at Burgess, and one is now in his second year on the PASA team. We're very happy to have these facilities and clubs available. |
| | 597 | <p>Burgess Pool is facing significant issues with its facilities that urgently need addressing:</p> <ul style="list-style-type: none"> - **Rusting bolts and washers**: These are visible around the pool and at the base of the pillars that provide cover. Multiple people have raised concerns, but no action has been taken. The entire surrounding floor area must be renovated to eliminate this safety hazard. - **Insufficient family changing rooms**: The number of family changing rooms is far below what is required given the demographic of pool users. More family spaces need to be constructed, even if they are simple structures without running water—this would still be an improvement over the current situation. - **Bathroom conditions**: The state of the bathrooms is unacceptable. Toilet seats are discolored, stained, and generally unpleasant. A simple fix would be to replace these seats. Additionally, the shower experience is poor, with the water flow overly concentrated in small areas, which can be painful for children. Additionally some of the faucet leak. Replacing the shower heads is necessary. Overall, the facilities don't seem to be properly maintained or cleaned regularly. <p>### Children's Lessons:</p> <ul style="list-style-type: none"> - **Insufficient availability**: There is far more demand than available spots, especially for level 1 classes. More lessons should be offered to accommodate this demand. - **No-shows and waitlist management**: When people reserve spots and fail to attend, the waitlist isn't utilized. While this benefits those in the class, it negatively impacts the wider community. A policy should be introduced where missing two consecutive lessons leads to forfeiture of the spot, which can then be offered to someone on the waitlist. - **Instructor quality**: The consistency of instruction is lacking. In one instance, an instructor spent an entire lesson chatting with a friend instead of focusing on the children. When this was raised, the response was that the instructor was in training. This is concerning, as basic attention to students should be a priority, even during training. Either provide proper pre-lesson training or offer discounted lessons when learners are teaching. <p>### Private Lessons:</p> <ul style="list-style-type: none"> - It would be highly beneficial to offer private lesson opportunities on weekends. Many users would appreciate this additional option. |
| | 598 | Regarding the children's lessons (particularly level 1), being over subscribed, I would also have a teared pricing, with a higher standard price and a discounted price for those who need it (they demonstrate a need for the subsidy once and then from that point always get a discount, or you simply do an honors system). |
| | 599 | Better locker rooms |
| | 600 | Easier to sign up for swim lessons for local residents (2 days earlier? Same for EPA residents for Belle Haven?), update the showers/restrooms (at least adding a fan to the family restrooms - they are very humid and smell bad at Burgess) |
| | 601 | Swim meets |
| | 602 | That the Belle Haven pool be covered to withstand winter or strong winds |
| | 603 | Obtain feedback from users on quality of Aquafit instruction |
| | 604 | We had kids in the swim classes, but instruction was inconsistent and scheduling was stressful so we went to another facility with perpetual lessons. Swim team programs have been great- both past and solo |
| | 605 | It would be cool to have a webcam of the pools so people could check how busy they are before coming. |
| | 606 | No suggestions |
| | 607 | Summer camps with swimming lessons combined with other outdoor activities. |
| | 608 | If I participated actively my ideas would have some value. |
| | 609 | Renovation of Burgess Pool facilities. The showers and change room are outdated. |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 610 | Could the Burgess locker/shower/bathrooms be cleaned more often? Hopefully at least nightly? I use the pool around 7:30 pm on weekdays and the locker room is filthy. Urine on the toilet seats, hair clogging up the shower drains. Users should be more respectful of the facilities but unfortunately that means someone else needs to clean up afterwards. Otherwise, overall, I am grateful to be able to have access to a great pool at such a low cost. Honestly I think you should raise the entry fee a little to cover the cleaning costs. |
| | 611 | Fix up the locker rooms. |
| | 612 | I use both facilities. It is unfortunate there is no grassy area at Belle Haven. I am in favor of programs that teach children to swim and programs focused on physical fitness. I have no interest in Senior water aerobics, but I have seen it is very popular at other pool facilities. |
| | 613 | Afternoon water aerobics for seniors |
| | 614 | More summer camps and private lessons |
| | 615 | Post the fecal contamination daily. |
| | 616 | Have the city run the pool |
| | 617 | Swim team |
| | 618 | I would like shade on the bleachers. It's tough to sit there during my kids swim team. |
| | 619 | Free admission and swim lessons to low income families. |
| | 620 | Stop outsourcing swimming to contractors who charge a lot and interfere with kids and residents open swimming. |
| | 621 | Swimming in the water is very calming and excellent for exercising for your health and body. Please look out. Thank you |
| | 622 | Read above |
| | 623 | i DON'T USE THEM MUCH BECAUSE I DON'T KNOW WHAT-ALL YOU OFFER ON A REGULAR BASIS. hOW ABOUT SENDING A QUARTERLY CATALOG TO ME, AND/OR MAKE IT AVAILABLE ONLINE? |
| | 624 | Extend afternoon hours in summer |
| | 625 | Pools should be available to Menlo Park residents and guests or visitors like people live in Menlo Park hotels etc. |
| | 626 | Kids waterpolo sounds fun and /or more swim class lessons. Maybe even longer |
| | 627 | Too much space is taken up in the main pool for kiddie swim lessons. Often there is only one or two kids getting a lesson from one instructor in a space that could accommodate several more students and instructors. There are several large roped off areas for these lessons, leaving no room in the pool for recreational swimming. Please bring back the good old days when in the summer we could go to swimming in the whole pool all afternoon. Lessons were reserved for mornings. |
| | 628 | Build facilities in the western part of Menlo Park. |
| | 629 | More classes for adults |
| | 630 | It would be great if there were more instructors to take the burden off the few who carry most of the classes. Additional instructors would also provide variety. |
| | 631 | u present what can be offered |
| | 632 | Please keep the temperature constant. Thank you |
| | 633 | pass |
| | 634 | Have special programs for seniors. |
| | 635 | Clean showers |
| | 636 | Have more lanes available for masters swimmers in the morning |
| | 637 | Maybe have swim lessons for seniors? Again, if I was a regular swimmer all year round, I would have more ideas. But as infrequent as I am swimming at Burgess, I am happy for this service provided to Menlo residents. Thank you very much! |
| | 638 | Continue to have open swim throughout the day, equal hours for both pools, advertising too bh neighborhood more with door to door flyers or mailers. |
| | 639 | I wouldn't have thought it would be necessary, But there must be signage to say that toilet seats should always be left clean and diapers. should never be washed in the facility. |
| | 640 | See above |
| | 641 | Keeping the toddler area open more |
| | 642 | Senior wellness program |
| | 643 | Swimming is a great community builder. I have been swimming with Mountain View Masters for years and have made many friendships through the years. A community 50-meter pool is invaluable and offers opportunities to live a happy, social, and healthy life. Charging \$3 to \$5 for community members is a great service. |
| | 644 | free swim lessons for kids in the belle haven neighborhood; free water safety workshops in the schools and to families :) |
| | 645 | Open times to hang out with family. Ok to picnic, we need a summertime place to hang out have a cart that sales ice cream and snacks. For warm days I would like to have somewhere to go and sit an chair by a pool. |
| | 646 | Additional morning classes for seniors and a fitness class in the evening for adults of all ages |
| | 647 | Locker rooms at Burgess are horrible. Please invest in some updating. Understanding that running a business in Menlo Park is very expensive, it is outrageous to charge what you do for a single swim. Growing up in Menlo Park, it is sad that we don't use the community pool due to the pricing. |
| | 648 | More welcoming to people who just want recreate and not swim laps. |
| | 649 | N/A |
| | 650 | More open times for families to enjoy and cool off. Picnic areas and nice sitting areas. Have a snack bar |

Comments

| Question | Ref # | Comment |
|----------|-------|--|
| | 651 | Longer open hours on weekends |
| | 652 | Keep them the way they are. |
| | 653 | More therapy programs like aqua fit |
| | 654 | Add more programming for aquafit classes schedule and types of workouts. |
| | 655 | I would like a salt water pool |
| | 656 | My husband and teens want to go more over the weekend as a group and get a lane for them to swim (in the warm pool). It'd be lovely to have that option bookable even at early/late hours for families interested. |
| | 657 | I am fortunate to have the opportunity to use Stanford's pools. When I have used Burgess pool, I have been disappointed in the narrow lap lanes. |
| | 658 | None |
| | 659 | N/a |
| | 660 | More open swim and playtime less lap swimming. |
| | 661 | The Burgess pool is well-run, clean, efficient. Swim lessons for the adults are great. Do not change anything at Burgess! The [name redacted] team and PRIVATE management is terrific. Do NOT DISRUPT the PRIVATE MANAGEMENT OF THIS POOL OR ITS PROGRAMS |
| | 662 | Keep PRIVATE MANAGEMENT OF THE BURGESS POOL |
| | 663 | More kids friendly and offer more kids swimming lessons on the weekend |
| | 664 | See above |
| | 665 | More scheduling options for young kids' swim lessons and elementary age swim teams, warm the pools more |
| | 666 | More gymnastic classes |
| | 667 | Designated lap lanes and designated time for adult only swim. |
| | 668 | No ideas |
| | 669 | When my kids were toddlers, it was difficult to corral them in the changing rooms - sometimes they would try to run out the door while I was in mid-change! An area where a toddler can be contained while parents are changing would be a cool addition to the changing facilities. |
| | 670 | Shorter, less expensive lesson sessions so you don't have to commit to 2 months of lessons at a time |
| | 671 | No Suggestions |
| | 672 | I LOVE LOVE LOVE the new Belle Haven pool. It's beautiful and clean. It's also got great open hours and it's easy to get a lane to myself for lap swimming. |
| | 673 | I have none |
| | 674 | I'm impressed with the current programs and leadership. I recommend we continue doing what we are doing. |
| | 675 | Instead of a monthly subscription it could be nice to have 10-15-20 entries at discounted price that can be use in one year period of time. Also I think resident price could really be dropped compare to the non resident! |
| | 676 | Cleaner changing facilities |
| | 677 | Would love a GOOD instructor at Burgess. Pre-covid I went and didn't like instructor- she wasn't that good. |
| | 678 | Renovation of facilities in Burgess Pool (showers/changing rooms) |
| | 679 | As above |
| | 680 | To make sure there is a warm pool for us older people to use for therapy. And, lap swimming for those who are lucky enough to be healthy. I did that for 35 years!! |
| | 681 | Interested in trying water aerobics |
| | 682 | Showers at Burgess (men's locker room) shut off too quickly, should go longer. |
| | 683 | I'd like information about what programs are available for adults and/or seniors other than lap swimming. |
| | 684 | The pools are well-kept, clean, and the temperatures are fine. I have no requests other than hot water in Belle Haven. |
| | 685 | Mid-day water aerobics |
| | 686 | none |
| | 687 | I think the concrete deck needs a resurfacing badly. I looks as though the surface has been power washed with the surface in much of the deck blasted off/broken up and now pitted. That is something I noticed right away. I'm just saying , it would be nice. |
| | 688 | . |
| | 689 | Affordability |
| | 690 | / |
| | 691 | Please renovate the Ladies' Locker room. Also, as an older person, I find it difficult to get out of the pool without using a ladder because the side of the pool is so much higher than the water. This discourages me from using it. |
| | 692 | Longer hours for the toddler pool. More swim lessons available during times working parents can bring them, including weekends (Saturdays and Sundays) A way for kids with working parents to participate in swim team. Transportation from Laurel schools to Burgess. |
| | 693 | I think the current amount levels of programs are good but it would be nice to have more lap lanes in the evening but I understand that it is difficult with kids needing to swim after school. Perhaps the pool being open till 9 or 10pm would allow more people to get laps in. |
| | 694 | \$8.00 for a Sr resident swim is too much for one on a limited income |
| | 695 | Same as above |
| | 696 | Offering more slots for swimming lessons |

Comments

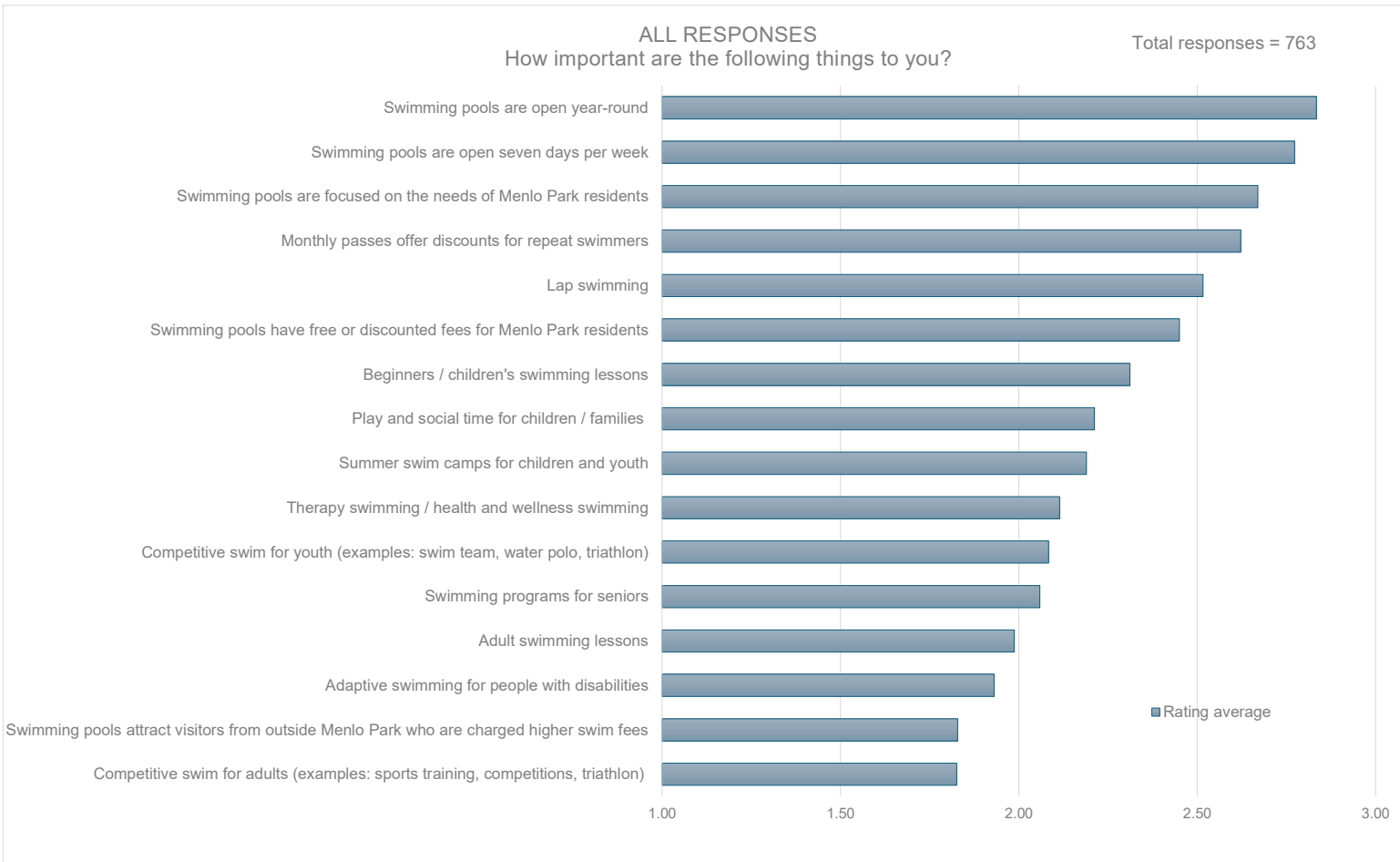
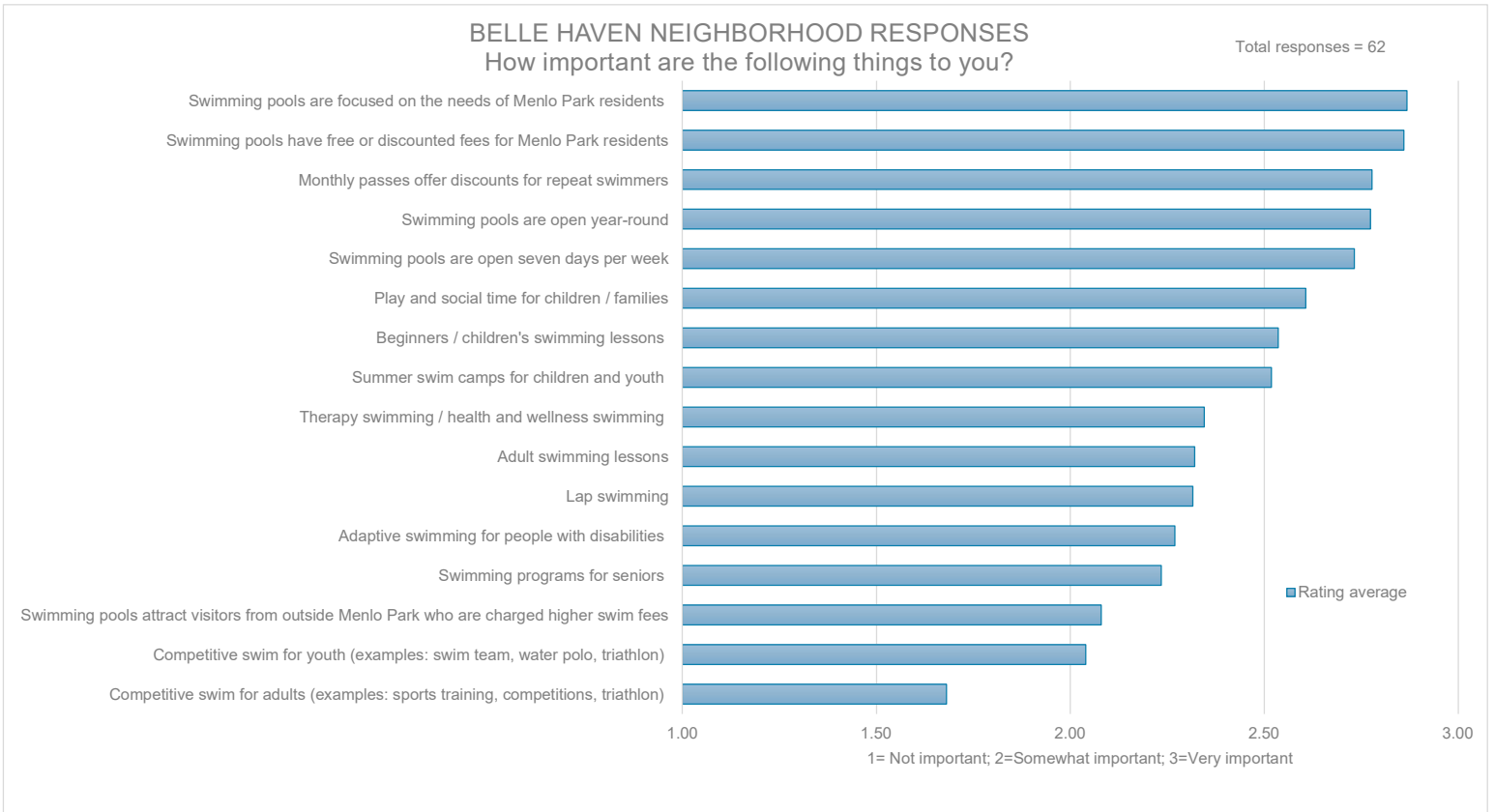
| Question | Ref # | Comment |
|----------|-------|--|
| | 697 | My child swims on the PASA swim team. We love this program, but the number of lanes has been limited this year making the swim team experience more crowded and less desirable. |
| | 698 | I love access to swim lanes in the warm pool. |
| | 699 | Honestly, I think they're doing a great job. My daughter did PAGA swim team for a bit, and attended summer camp at the pool, and they were very positive experiences. |
| | 700 | The instructors are a bit inconsistent in their strength abilities. Might be nice to have stronger instructors. |
| | 701 | Have designated times for seniors , small children, older kids, and then all other times for general swim |
| | 702 | What happened to underwater hockey? |
| | 703 | Pls provide more benches in changing rooms; step stool at sinks and vending machine or cafe |
| | 704 | If affordable would love to add my little ones on the program to learn to swim |
| | 705 | It would be great if aquafit classes were offered in the late afternoon and/or weekends for those of us who can't attend the 8am classes due to work schedules. |
| | 706 | no comment |
| | 707 | I have enjoyed all the charity programs. Socks for unhoused folks, food drives, etc... Menlo Park pool is PARADISE, the management, the lifeguards, the receptionists are absolutely wonderful and dedicated. Great job!!! |
| | 708 | Summer camps for all ages, competitive swim team lap seimand family swim |
| | 709 | Las clases para personas mayores las ofrecen en horarios que no son convenientes para todos. Para mi estaría bien si también ofrecieran clases por la tardes. |
| | 710 | We primarily use the kids swim programming but want to express appreciation for open swim times, especially in summer |
| | 711 | More open swim, more available for kids to have, you know, fun, if that's still a thing, instead of it all being about competition. |
| | 712 | Regularly cleaned and maintained locker rooms & rest rooms. |
| | 713 | N/a |
| | 714 | Youth swim teams should get better (earlier) hours. |
| | 715 | Locker rooms could be cleaner and have changing stalls |
| | 716 | none |
| | 717 | music on deck and conditioner and shampoo in showers |
| | 718 | . |
| | 719 | Changing rooms and shower facilities feel a little tired |
| | 720 | My kids are part of the PASA swim team and Bridge program. They love the programs, especially PASA. But now they have lost access to the hot pool. It seems that the city is so busy trying to make programs only for the Menlo Park residents that it ended up hurting the programs we love the most. I would love to see the city support PASA and other youth and adult competitive programs. |
| | 721 | Could have more lounge type chairs for the summer when families go for recreational swimming and a day of fun at the pool |
| | 722 | I love the pool, don't like west Menlo Park residents being treated like "strangers", but it's fine. |
| | 723 | Please keep up this great work! Our family loves the BURGESS POOL |
| | 724 | I have never been to the pools. I would come for aqua exercise if it was offered in the afternoons. |
| | 725 | The youth swimming and specifically competitive swimming is very important to our family. |
| | 726 | Nice to have larger locker room but I live close to the Burgess Gym so not a really big deal but would be nice. Thank you. |
| | 727 | Adult learn to swim programs, youth swim teams, more masters swim workout times. |
| | 728 | Aqua gym |
| | 729 | More of them in the pm |
| | 730 | Please offer free swimming during limited hours for senior & qualified residents of the Bellehaven neighborhood, especially the residents with houses adjacent to the community center & pool who bear the impact of increased traffic & congestion |
| | 731 | It should be less expensive for seniors. |
| | 732 | It is not letting me easily submit this form. |
| | 733 | I have an almost-2 year old and his comfort around water and swimming skills are very, very important to me |
| | 734 | Free swim lessons integrated into school PE and curriculum for Belle Haven students |
| | 735 | If you expand to Sunday morning, please try to find a vigorous Aquafit instructor |
| | 736 | Friends who use Burgess pool often tell me that the bathrooms are very poorly maintained. Gross, even. |
| | 737 | Keep having them, it's important especially for young generations, swimming it's a great sport and the teachers at Burgess are great (PASA). |
| | 738 | I need a warmer pool |
| | 739 | I plan to retire in the coming years. I currently include my exercise into my commute by riding 20 miles or walking 2-5 miles a day to get to work via bike or train. Once I retire, I've thought about getting back into swimming for great exercise, but would be open to competitive swimming if the opportunity presents itself and my aging body allows as I swam on the Sharon Heights G&CC team in elementary and middle school, and have played in various other competitive sports since then. I hope that the Burgess Pool will be available then! Thanks! p.s. One of my colleagues who lives in the East Bay makes use of the Burgess Pool to train for triathlons. I think it is great that he has this opportunity and hope other residents and non-residents alike can make use of our facility as well. |
| | 740 | The Burgess women's locker room could use some work. |

Comments

| Question | Ref # | Comment |
|----------|-------|---|
| | 741 | Fix the pool temp and shower temp at belle haven |
| | 742 | Use of exit doors near back of performance pool. It I will encourage less traffic in the main lot and will be easier to find parking in the lot behind the pool. |
| | 743 | It would be amazing if scholarship lessons were available at Burgess. |
| | 744 | provide programs for younger children at Belle Haven pool |
| | 745 | Keep [name redacted] the head. of the swimming programs, always |
| | 746 | Adding a swimsuit dryer/spinner ?, like the ones at Equinox, would make it easier for me to use the gym more frequently. |
| | 747 | Make it fun. Keep it. Fun + Fitness |
| | 748 | FREE ACCESS FOR RESIDENTS |
| | 749 | For the Belle Haven Pool I wish the Women's showers had significantly warmer water (equivalent to those at the Burgess Pool). I also wish the Belle Haven lap pool was a bit warmer (like the 80/81 degree temp of the Burgess Lap Pool) because heat is not as easily maintained by electric pool heaters (like the Belle Haven Lap pool) as the gas pool heaters of the Burgess Pool. I think as a result the Belle Haven Pool needs to increase the Lap Pool water temper to keep it at a consistent maintained temperature of 80/81 degrees throughout the day. |
| | 750 | Continue to support youth competitive swimming |
| | 751 | Open earlier, have times for teens, more beginning lessons for kids with priority for MP residents. |
| | 752 | All seems good |
| | 753 | Do the right thing and make the public pools free for all residents instead of just accessible to those that can afford it. |
| | 754 | Clases disponibles para niños durante el año, con diferente tiempos de classes después de la escuela |
| | 755 | To improve the availability of public-run, public-focused swim programs with investment from the city that recognizes the pool as public good, the city should evict the private provider and allocate public resources focused on improving public health and community togetherness through free or heavily discounted swim lessons and wide availability of open swim during times convenient for families. |
| | 756 | I have been an aquatics professional in Menlo Park for 35 years. I think that programming for water babies, learn to swim and competitive youth swim teams are important for a vibrant aquatic community and important for the safety of our children. I also think that Masters programming for adults, especially seniors, is important for healthy activity and social interaction. |
| | 757 | More programs for seniors |
| | 758 | Swimsuit dryer at Belle Haven Facility |
| | 759 | I know you want to go all electric, but the performance pool heater really needs to be replaced. I'm grateful that the Menlo Aquatics staff and the Menlo Park staff do everything they can to keep it operating, but it really needs replacing. Thanks! Finally, a shout out to Tim Sheeper and his staff. They are incredible at making full use of the city's aquatic assets. I'm a Masters swimmer, so of course I appreciate that program. But I just love that when I go over to the pool at different times of the day it is always busy with various programs. Young children with swim lessons, age group swimmers, aquatic exercise for seniors, lap swimmers of all fitness level. It really is a model for how a city aquatics program should look. We are very fortunate. |
| | 760 | I don't us the pools now but my children did growing up and I have grandchildren who might use the pools in the future so I appreciate knowing they are there if I choose to use them. |
| | 761 | The new Belle Have Pool changing room needs more benches. There is only ONE bench in the room. This is ridiculous. The family bathroom/shower has no bench and no diaper changing table. It seems the city was running out of money and they did not install the most important things. |
| | 762 | Open up belle haven to everyone. |
| | 763 | Classes for people trying to get fit (includes swimming and water aerobics) |
| | 764 | Schedule the aquatic exercise programs at Bellehaven on Mon/Wed/Fri so that they are not on the same days as the Aquatic therapy classes at Burgess. |
| | 765 | I have no direct knowledge of Menlo Park's aquatics program and/or facilities, but feel strongly that Menlo Park should have varied, well-run aquatics programs that address families and individuals from all spectrums of income. |
| | 766 | Keep the mushroom pool open much longer and heat it more. Have more shade in general near and over all pools. Keep your restrooms cleaner. Start proactively recruiting low income teens for your summer camp jobs instead of just waiting for wealthy kids to apply first. Think about how to welcome new and low usage swimmers and stop just pandering to uber-lap swimmers and swim teams. |
| | 767 | Pools mostly for Menlo Park residents |
| | 768 | A way to limit 2 lap swimmers per lane |
| | 769 | There should be regular senior and adaptive activities and the pool should be open at least 6 days a week. Senior and adaptive activities could be offered during the day when the children are in school and there could be an evening class for adults. Canada College has some great classes for adults but I get tired of driving there. |
| | 770 | I attend AquaFit at Burgess 5 days per week. I know the same program is at Belle Haven. It would be great if Aqua Fit was available for working people earlier or later in the day. Though I'm now retired and this is not important to me any more it is for others. |

Comments

| Question | Ref # | Comment |
|----------|-------|---|
| | 771 | Maybe they already exist, but I'd like lessons for adults who know how to swim, but wish to improve for health and wellness purposes. More efficient lap swimming with different strokes for different muscle groups kinda thing. |
| | 772 | Pool was cold last week (Friday) and cool weather made it a bit uncomfortable. |
| | 773 | Water polo team. Earlier times for SOLO varsity team. |
| | 774 | Belle Haven Pool locker rooms need more benches, and need swimsuit centrifuges. |
| | 775 | I think [name redacted] does a very good job running the pools. |
| | 776 | Please hire Aquafit teachers with energy & enthusiasm. [Name redacted] & [name redacted] are engaging and provide a good enjoyable workout. Others, less so. It might be helpful to hire a manager like [name redacted]. She hired great teachers and was very athletic and excited me about exercising. [Name redacted] is so slow and talks far too much about nothing. 😊 I think hiring a professional manager might improve the quality of Aquafit. |
| | 777 | None |



ALL RESPONSES
How important are the following things to you?

| | Competitive swim for adults (examples: sports training, triathlon) | Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees | Adaptive swimming for people with disabilities | Adult swimming lessons | Swimming programs for seniors | Competitive swim for youth (examples: swim team, water polo, triathlon) | Therapy swimming / health and wellness swimming | Summer swim camps for children and youth | Play and social time for children / families | Beginners / children's swimming lessons | Swimming pools have free or discounted fees for Menlo Park residents | Lap swimming | Monthly passes offer discounts for repeat swimmers | Swimming pools are focused on the needs of Menlo Park residents | Swimming pools are open seven days per week | Swimming pools are open year-round |
|-----|--|--|--|------------------------|-------------------------------|---|---|--|--|---|--|--------------|--|---|---|------------------------------------|
| 110 | Central Menlo Park | 3 | DK | 2 | 2 | 3 | DK | 3 | 1 | 3 | 1 | 3 | 2 | 1 | 3 | 3 |
| 111 | Central Menlo Park | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 3 | 3 |
| 112 | Central Menlo Park | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 1 | 2 | 1 | 3 | 1 | 2 | 3 | 3 |
| 113 | Central Menlo Park | 1 | 1 | 2 | 2 | DK | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 114 | Central Menlo Park | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 3 | 1 | 3 | 1 | DK | 3 | DK | 3 |
| 115 | Central Menlo Park | 1 | 1 | 1 | 1 | 3 | 3 | 1 | 1 | 3 | 1 | 3 | 2 | 1 | 3 | DK |
| 116 | Central Menlo Park | 2 | 1 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 3 | 1 | 3 | 2 | 3 | 3 |
| 117 | Central Menlo Park | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | 3 | 3 |
| 118 | Central Menlo Park | 1 | 2 | 2 | 2 | 2 | 1 | 2 | 3 | 2 | 3 | 3 | 1 | 2 | 3 | 2 |
| 119 | Central Menlo Park | 1 | DK | 3 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 |
| 120 | Central Menlo Park | 1 | DK | 1 | 1 | 1 | 3 | 2 | 3 | 3 | 1 | 2 | 3 | DK | 3 | 3 |
| 121 | Central Menlo Park | 1 | 1 | 3 | 3 | 3 | DK | 3 | DK | DK | 2 | 3 | 3 | 2 | 3 | 3 |
| 122 | Central Menlo Park | 2 | 2 | 3 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 123 | Central Menlo Park | 1 | DK | 1 | 1 | 2 | 1 | 3 | 1 | 2 | 1 | 3 | 1 | DK | 3 | 2 |
| 124 | Central Menlo Park | DK | 2 | DK | DK | 2 | DK | DK | DK | 3 | DK | 3 | DK | 3 | 3 | 3 |
| 125 | Central Menlo Park | 1 | 2 | DK | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 1 | 2 | 2 | 2 | 2 |
| 126 | Central Menlo Park | 2 | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 1 | 1 | 1 | 3 | 3 |
| 127 | Central Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 128 | Central Menlo Park | 2 | 2 | NA | 2 | DK | 2 | DK | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 129 | Central Menlo Park | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 130 | Central Menlo Park | DK | DK | DK | DK | DK | DK | 3 | DK | 3 | 3 | 3 | 1 | DK | 3 | DK |
| 131 | Central Menlo Park | 1 | 2 | 3 | 2 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 132 | Central Menlo Park | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 3 |
| 133 | Central Menlo Park | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 1 | 3 | 3 | 1 | 2 | 3 | 3 |
| 134 | Central Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 135 | Central Menlo Park | 2 | 2 | 1 | DK | DK | 2 | 1 | DK | 3 | DK | 2 | 2 | 2 | DK | DK |
| 136 | Central Menlo Park | 2 | 3 | 2 | 2 | 2 | 3 | 2 | 1 | 3 | 3 | 1 | 3 | 1 | 3 | 3 |
| 137 | Central Menlo Park | DK | DK | DK | 2 | DK | 3 | DK | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 138 | Central Menlo Park | 2 | 1 | 1 | 1 | 1 | DK | 1 | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 139 | Central Menlo Park | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 140 | Central Menlo Park | 2 | 2 | 1 | 1 | 3 | 3 | 3 | 2 | 1 | 1 | 2 | 3 | 3 | 3 | 3 |
| 141 | Central Menlo Park | 2 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | DK | 2 | 2 | 2 | 1 | DK | 3 |
| 142 | Central Menlo Park | 3 | 2 | 3 | 3 | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| 143 | Central Menlo Park | 2 | 1 | 2 | 2 | 3 | 3 | 1 | 2 | 3 | 3 | 1 | 3 | 3 | 3 | 3 |
| 144 | Central Menlo Park | 1 | 1 | 2 | 1 | 1 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 145 | Central Menlo Park | 3 | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 146 | Central Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 147 | Central Menlo Park | 2 | 2 | 2 | 2 | DK | 3 | 1 | 2 | DK | DK | 2 | 3 | 3 | DK | DK |
| 148 | Central Menlo Park | 1 | 1 | 3 | 3 | 3 | 3 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 149 | Central Menlo Park | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 3 | 3 | 3 |
| 150 | Central Menlo Park | 1 | 2 | 2 | 2 | 3 | NA | 3 | 3 | 2 | 3 | NA | NA | 3 | DK | DK |
| 151 | Downtown Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 1 | 2 | 3 | 3 |
| 152 | Downtown Menlo Park | 2 | 2 | 3 | 3 | 3 | 3 | 2 | 2 | 1 | 3 | 3 | 2 | 3 | 3 | 3 |
| 153 | Downtown Menlo Park | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 |
| 154 | Downtown Menlo Park | 2 | 3 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 155 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 156 | Downtown Menlo Park | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| 157 | Downtown Menlo Park | DK | DK | 2 | DK | DK | 3 | DK | DK | 3 | 3 | 3 | 2 | DK | 3 | 2 |
| 158 | Downtown Menlo Park | DK | 1 | DK | 2 | 3 | DK | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| 159 | Downtown Menlo Park | 2 | DK | 3 | 3 | 2 | 2 | 3 | 2 | 2 | 3 | DK | 3 | 3 | DK | 3 |
| 160 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 161 | Downtown Menlo Park | 3 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 3 |
| 162 | Downtown Menlo Park | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 163 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 164 | Downtown Menlo Park | 2 | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 165 | Downtown Menlo Park | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 166 | Downtown Menlo Park | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | DK | DK | DK | DK | DK |
| 167 | Downtown Menlo Park | 1 | 1 | 3 | 3 | 3 | 1 | 3 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 168 | Downtown Menlo Park | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 2 | 2 | 1 | 2 | 1 |
| 169 | Downtown Menlo Park | 1 | 2 | 1 | 3 | 3 | 1 | 2 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 170 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 171 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 3 | 3 | 3 | 3 | 3 |
| 172 | Downtown Menlo Park | 1 | 3 | 1 | 2 | 2 | 1 | 3 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 173 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 3 |
| 174 | Downtown Menlo Park | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 |
| 175 | Downtown Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 2 | 3 |
| 176 | Downtown Menlo Park | 2 | 2 | DK | 2 | 1 | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 177 | Downtown Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 3 | 2 | DK; 3 |
| 178 | Downtown Menlo Park | 2 | 3 | DK | 2 | 2 | 2 | 2 | 2 | DK | 2 | 3 | 3 | 3 | 3 | 3 |
| 179 | Downtown Menlo Park | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 2 | 3 | 1 | 2 |
| 180 | Downtown Menlo Park | 1 | 3 | 3 | 3 | 3 | 1 | DK | 1 | 3 | 3 | 3 | DK | 3 | 3 | 3 |
| 181 | Downtown Menlo Park | DK | 1 | 2 | 2 | 2 | DK | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 182 | Downtown Menlo Park | 1 | 2 | 1 | 2 | 1 | 1 | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 3 | 3 |
| 183 | Downtown Menlo Park | 2 | 1 | 2 | 1 | 2 | 3 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 184 | Downtown Menlo Park | DK | DK | DK | 1 | 1 | DK | 2 | DK | 1 | 1 | 3 | 1 | DK | 3 | DK |
| 185 | Downtown Menlo Park | DK | DK | DK | 3 | DK | DK | DK | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 186 | Downtown Menlo Park | 3 | 2 | 2 | 2 | 3 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 187 | Downtown Menlo Park | 1 | 3 | 2 | 2 | 1 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | DK | 3 |
| 188 | Downtown Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 189 | Downtown Menlo Park | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 1 | 1 | 2 | 3 | 3 | 3 | 3 |
| 190 | Downtown Menlo Park | 3 | 3 | 3 | 3 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 191 | Downtown Menlo Park | DK | DK | 3 | 2 | 3 | DK | 3 | 2 | 1 | 3 | 2 | 2 | DK | 3 | 3 |
| 192 | Downtown Menlo Park | 2 | 1 | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 193 | Downtown Menlo Park | 1 | 2 | 2 | 3 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 194 | Downtown Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 2 | 3 |
| 195 | Downtown Menlo Park | 2 | 2 | DK | 2 | DK | 2 | DK | 3 | 3 | 3 | 2 | 3 | 3 | 2 | 2 |
| 196 | Downtown Menlo Park | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| 197 | Downtown Menlo Park | 3 | 3 | 2 | 2 | 1 | 3 | 1 | 2 | 1 | 1 | 1 | 2 | 1 | 2 | 3 |
| 198 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 199 | Downtown Menlo Park | DK | DK | DK | DK | 2 | DK | 2 | DK | DK | 2 | 2 | DK | NA | DK | DK |
| 200 | Downtown Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 |
| 201 | Downtown Menlo Park | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 3 | 3 | 1 | 1 | 2 | 2 | 3 | 3 |
| 202 | Downtown Menlo Park | 1 | 2 | 3 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 3 | 3 |
| 203 | Downtown Menlo Park | 1 | 1 | 2 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 204 | Downtown Menlo Park | 2 | DK | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 205 | Downtown Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 206 | Downtown Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 207 | Downtown Menlo Park | 3 | 1 | 1 | 2 | 1 | 2 | 1 | 3 | 1 | 3 | 1 | 2 | 3 | 1 | 3 |
| 208 | Downtown Menlo Park | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | DK | 3 | 3 | 3 |
| 209 | Downtown Menlo Park | 1 | DK | 3 | 2 | 3 | 2 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 210 | Downtown Menlo Park | 2 | 2 | DK | DK | DK | DK | 3 | DK | 2 | DK | 3 | 2 | 3 | 3 | 3 |
| 211 | Downtown Menlo Park | 1 | 1 | 2 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 2 | 3 | 2 | 3 | 3 |
| 212 | Downtown Menlo Park | 3 | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 1 | 2 | 3 | 1 |
| 213 | Downtown Menlo Park | 1 | 1 | 1 | 2 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 214 | Downtown Menlo Park | NA | NA | NA | NA | 3 | NA | 1 | NA | NA | NA | 3 | 2 | NA | 3 | NA |
| 215 | Downtown Menlo Park | 2 | 2 | DK | 2 | DK | 1 | DK | 2 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 216 | Downtown Menlo Park | DK | 2 | 2 | 2 | DK | DK | 2 | 2 | 2 | 2 | 2 | 1 | DK | 2 | 2 |
| 21 | | | | | | | | | | | | | | | | |

ALL RESPONSES
How important are the following things to you?

| | Competitive swim for adults (examples: sports training, triathlon) | Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees | Adaptive swimming for people with disabilities | Adult swimming lessons | Swimming programs for seniors | Competitive swim for youth (examples: swim team, water polo, triathlon) | Therapy swimming / health and wellness swimming | Summer swim camps for children and youth | Play and social time for children / families | Beginners / children's swimming lessons | Swimming pools have free or discounted fees for Menlo Park residents | Lap swimming | Monthly passes offer discounts for repeat swimmers | Swimming pools are focused on the needs of Menlo Park residents | Swimming pools are open seven days per week | Swimming pools are open year-round |
|-----|--|--|--|------------------------|-------------------------------|---|---|--|--|---|--|--------------|--|---|---|------------------------------------|
| 230 | El Camino Real Corridor | 3 | 1 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 231 | El Camino Real Corridor | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 232 | Felton Gables | DK | 2 | DK | NA | DK | NA | 2 | DK | 1 | DK | 3 | 3 | NA | 3 | 3 |
| 233 | Felton Gables | 1 | DK | 2 | 2 | 2 | 3 | DK | 3 | 3 | 2 | DK | DK | DK | DK | DK |
| 234 | Felton Gables | 2 | 3 | 2 | 3 | 3 | 1 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 235 | Felton Gables | 2 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 236 | Felton Gables | 1 | 1 | DK | 1 | 2 | DK | 2 | DK | 2 | 3 | 2 | 2 | 2 | 3 | 2 |
| 237 | Felton Gables | 2 | 2 | 1 | 1 | 3 | 1 | 2 | 3 | 2 | 2 | 3 | 2 | 2 | 3 | 3 |
| 238 | Felton Gables | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 239 | Felton Gables | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 240 | Felton Gables | 2 | 1 | 3 | 2 | 2 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 241 | Felton Gables | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 3 | 2 |
| 242 | Felton Gables | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 |
| 243 | I don't live in Menlo Park | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 244 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 245 | I don't live in Menlo Park | 1 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 2 | 2 | 1 | 3 | 3 | 1 | 3 |
| 246 | I don't live in Menlo Park | 3 | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | 3 | DK | 3 |
| 247 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 248 | I don't live in Menlo Park | 2 | 3 | 2 | 2 | 2 | 2 | 1 | 2 | 2 | 2 | 1 | 3 | 3 | 1 | 2 |
| 249 | I don't live in Menlo Park | 1 | 3 | 1 | 1 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 3 |
| 250 | I don't live in Menlo Park | 3 | 3 | 2 | 2 | 2 | 3 | 3 | 2 | 3 | 1 | 3 | 3 | 3 | 3 | 3 |
| 251 | I don't live in Menlo Park | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 252 | I don't live in Menlo Park | DK | NA | DK | DK | DK | DK | DK | DK | DK | 3 | 3 | 3 | NA | 3 | 3 |
| 253 | I don't live in Menlo Park | 2 | 3 | DK | DK, 2 | 2 | DK | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 |
| 254 | I don't live in Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 1 | 3 | 3 | 1 | 3 |
| 255 | I don't live in Menlo Park | 2 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 1 | 3 | 3 |
| 256 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 257 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 258 | I don't live in Menlo Park | 2 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | DK | 3 |
| 259 | I don't live in Menlo Park | DK | DK | DK | DK | DK | DK | DK | DK | DK | 3 | DK | 2 | 2 | 2 | 2 |
| 260 | I don't live in Menlo Park | DK | 1 | DK | DK | DK | DK | DK | DK | DK | DK | 1 | DK | 3 | 1 | 3 |
| 261 | I don't live in Menlo Park | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | DK | 2 | DK | 2 | 3 | 2 | 3 |
| 262 | I don't live in Menlo Park | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 2 | 3 |
| 263 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 264 | I don't live in Menlo Park | 3 | 2 | 1 | 1 | 2 | 3 | 1 | 1 | 2 | 2 | 3 | 3 | 3 | 1 | 3 |
| 265 | I don't live in Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | DK | 3 | 2 | DK | 3 |
| 266 | I don't live in Menlo Park | 1 | 3 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 1 | 3 | 3 |
| 267 | I don't live in Menlo Park | 1 | 2 | 1 | 2 | 1 | 3 | 2 | 2 | 2 | 3 | 1 | 3 | 3 | 1 | 3 |
| 268 | I don't live in Menlo Park | 3 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 269 | I don't live in Menlo Park | 2 | 3 | DK | DK | DK | 3 | DK | 3 | 3 | 3 | DK | 3 | 3 | 1 | 3 |
| 270 | I don't live in Menlo Park | 1 | 3 | 1 | 2 | 1 | 1 | 1 | 2 | 3 | 3 | 1 | 2 | 3 | 1 | 3 |
| 271 | I don't live in Menlo Park | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | DK | 3 | 2 | 3 | 2 | 2 | 3 |
| 272 | I don't live in Menlo Park | 3 | 2 | 3 | 3 | 2 | 1 | 3 | 1 | 1 | 1 | 2 | 2 | 3 | 2 | 3 |
| 273 | I don't live in Menlo Park | 2 | 2 | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 274 | I don't live in Menlo Park | 1 | 3 | DK | DK | DK | DK | 1 | DK | 1 | DK | 1 | 3 | 3 | 3 | 3 |
| 275 | I don't live in Menlo Park | 1 | 3 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 2 | 1 | 3 |
| 276 | I don't live in Menlo Park | 2 | 3 | DK | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 277 | I don't live in Menlo Park | DK | 1 | DK | DK | 3 | DK | 3 | DK | DK | 3 | DK | 2 | 3 | 1 | 3 |
| 278 | I don't live in Menlo Park | 1 | DK | DK | DK | DK | 1 | DK | 1 | DK | DK | DK | 3 | 2 | DK | 3 |
| 279 | I don't live in Menlo Park | 1 | 1 | 1 | 2 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 1 | 3 |
| 280 | I don't live in Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 2 | DK | 2 | 3 |
| 281 | I don't live in Menlo Park | 2 | 1 | 2 | 2 | 3 | 2 | 3 | 2 | 1 | 2 | 1 | 3 | 3 | 3 | 3 |
| 282 | I don't live in Menlo Park | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 3 | 2 | 1 | 2 |
| 283 | I don't live in Menlo Park | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | DK | DK | DK | DK | DK |
| 284 | I don't live in Menlo Park | 1 | 1 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 2 | 1 | 1 | 2 | DK | 2 |
| 285 | I don't live in Menlo Park | 2 | DK | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | DK | 1 | 2 | 3 | 3 |
| 286 | I don't live in Menlo Park | 2 | 3 | 1 | 1 | DK | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 3 |
| 287 | I don't live in Menlo Park | DK | DK | DK | DK | 3 | DK | 3 | DK | 1 | DK | 3 | 1 | 3 | 3 | 3 |
| 288 | I don't live in Menlo Park | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 3 | DK | 3 |
| 289 | I don't live in Menlo Park | 2 | DK | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | DK | 3 | NA | DK | 3 |
| 290 | I don't live in Menlo Park | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 1 | 2 | 2 | 3 | 3 | 3 | 2 | 3 |
| 291 | I don't live in Menlo Park | 3 | 3 | 2 | 2 | 3 | 2 | 2 | 1 | 2 | 2 | 1 | 3 | 3 | 2 | 3 |
| 292 | I don't live in Menlo Park | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 293 | I don't live in Menlo Park | 1 | DK | 2 | 2 | 3 | 3 | 3 | 3 | 3 | DK | 2 | 2 | DK | 1 | 3 |
| 294 | I don't live in Menlo Park | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 2 | 1 | 3 |
| 295 | I don't live in Menlo Park | 2 | 1 | 3 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 1 | 3 | 2 | 2 | 3 |
| 296 | I don't live in Menlo Park | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 2 | 3 |
| 297 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 298 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 299 | I don't live in Menlo Park | DK | DK | 3 | DK | DK | DK | 2 | 2 | 3 | DK | DK | 2 | DK | DK | 3 |
| 300 | I don't live in Menlo Park | 1 | DK | DK | 2 | 1 | 3 | DK | 3 | 3 | 3 | 1 | 2 | 3 | 1 | 3 |
| 301 | I don't live in Menlo Park | 3 | NA | 3 | DK | 1 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | DK | 3 |
| 302 | I don't live in Menlo Park | 1 | 3 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 2 | 1 | 3 |
| 303 | I don't live in Menlo Park | DK | 3 | 3 | 2 | 3 | DK | 3 | 3 | DK | DK | 1 | 2 | 3 | DK | 3 |
| 304 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 305 | I don't live in Menlo Park | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 3 | 2 | 1 |
| 306 | I don't live in Menlo Park | 2 | 1 | 1 | 1 | 2 | 1 | 2 | 1 | 3 | 2 | 1 | 3 | 3 | 1 | 3 |
| 307 | I don't live in Menlo Park | 3 | 1 | 3 | 3 | 3 | 3 | 3 | DK | 3 | 3 | 2 | 2 | 3 | DK | 3 |
| 308 | I don't live in Menlo Park | 1 | 3 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 1 | 3 |
| 309 | I don't live in Menlo Park | 3 | 2 | 2 | 3 | 3 | 3 | 2 | 2 | DK | 3 | 2 | 3 | 2 | 3 | 3 |
| 310 | I don't live in Menlo Park | 2 | 1 | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 2 | 2 | 1 | 3 |
| 311 | I don't live in Menlo Park | 3 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 1 | NA |
| 312 | I don't live in Menlo Park | 2 | 2 | 2 | 3 | 1 | 2 | 2 | 3 | 3 | 3 | 1 | 2 | 1 | 2 | 3 |
| 313 | I don't live in Menlo Park | 1 | NA | 2 | 3 | 3 | 2 | 3 | 3 | 1 | 2 | 1 | 3 | NA | 1 | 3 |
| 314 | I don't live in Menlo Park | DK | 3 | DK | 2 | DK | DK | DK | 3 | 3 | 3 | 3 | DK | 3 | 3 | 3 |
| 315 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 316 | I don't live in Menlo Park | DK | 2 | 3 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| 317 | I don't live in Menlo Park | 3 | 2 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 2 | 3 | 3 | 3 |
| 318 | I don't live in Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 319 | I don't live in Menlo Park | 3 | 1 | DK | DK | 3 | 3 | DK | DK | DK | DK | 3 | 3 | 3 | 1 | 3 |
| 320 | I don't live in Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 3 |
| 321 | I don't live in Menlo Park | NA | NA | 2 | NA | NA | NA | NA | NA | NA | NA | NA | 3 | NA | NA | NA |
| 322 | I don't live in Menlo Park | 2 | 3 | 2 | 2 | 2 | 1 | 2 | 2 | 1 | 2 | 3 | 3 | 3 | 2 | 3 |
| 323 | I don't live in Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 324 | I don't live in Menlo Park | 3 | 1 | 3 | 3 | 3 | 3 | 3 | DK | 3 | 3 | 2 | 2 | 2 | 2 | 3 |
| 325 | I don't live in Menlo Park | 2 | 3 | 3 | 3 | 2 | 3 | 1 | 3 | 3 | 3 | DK | 3 | 3 | 3 | 3 |
| 326 | I don't live in Menlo Park | 1 | 3 | 1 | 1 | 1 | 2 | 2 | 2 | 3 | 3 | 2 | 1 | 2 | 3 | 3 |
| 327 | I don't live in Menlo Park | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 |
| 328 | I don't live in Menlo Park | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 329 | I don't live in Menlo Park | 2 | 2 | DK | 2 | 2 | DK | DK | 2 | DK | DK | 2 | 3 | 3 | 2 | 3 |
| 330 | I don't live in Menlo Park | 3 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 3 |
| 331 | I don't live in Menlo Park | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | DK | 2 | 3 | 3 |
| 332 | I don't live in Menlo Park | 1 | 1 | DK | 2 | DK | 1 | DK | DK | 1 | DK | DK | 3 | 3 | 2 | 3 |
| 333 | I don't live in Menlo Park | DK | 2 | 3 | 3 | 2 | DK | DK | 3 | 2 | DK | 3 | 3 | 3 | 3 | 3 |
| 334 | I don't live in Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | | | | | | | |

ALL RESPONSES
How important are the following things to you?

| | Competitive swim for adults (examples: sports training, triathlon) | Swimming pools attract visitors from outside Merlo Park who are charged higher swim fees | Adaptive swimming for people with disabilities | Adult swimming lessons | Swimming programs for seniors | Competitive swim for youth (examples: swim team, water polo, triathlon) | Therapy swimming / health and wellness swimming | Summer swim camps for children and youth | Play and social time for children / families | Beginners / children's swimming lessons | Swimming pools have free or discounted fees for Merlo Park residents | Lap swimming | Monthly passes offer discounts for repeat swimmers | Swimming pools are focused on the needs of Merlo Park residents | Swimming pools are open seven days per week | Swimming pools are open year-round |
|-----|--|--|--|------------------------|-------------------------------|---|---|--|--|---|--|--------------|--|---|---|------------------------------------|
| 350 | I don't live in Merlo Park | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK |
| 351 | I don't live in Merlo Park | 2 | 1 | 3 | 2 | NA | 3 | NA | 3 | 2 | 2 | 3 | 3 | 3 | 1 | 3 |
| 352 | I don't live in Merlo Park | DK | 3 | 2 | 3 | 2 | DK | 3 | 3 | 2 | 2 | 3 | NA | DK | 3 | 3 |
| 353 | Linfield Oaks | 1 | 2 | 1 | 3 | 1 | 1 | 1 | 2 | 3 | 3 | 2 | 1 | 2 | 3 | 3 |
| 354 | Linfield Oaks | DK | NA | DK | DK | DK | NA | NA | 2 | DK | NA | DK | NA | DK | NA | NA |
| 355 | Linfield Oaks | NA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 356 | Linfield Oaks | 1 | 3 | DK | 3 | DK | DK | 1 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | DK |
| 357 | Linfield Oaks | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 358 | Linfield Oaks | 1 | 2 | 1 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 2 | 3 |
| 359 | Linfield Oaks | 1 | 2 | 1 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 2 | 3 |
| 360 | Linfield Oaks | 3 | 3 | 1 | 1 | 3 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 3 | 3 | 3 |
| 361 | Linfield Oaks | 1 | 2 | 1 | 2 | 1 | 3 | 1 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 362 | Linfield Oaks | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 363 | Linfield Oaks | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 364 | Linfield Oaks | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 365 | Linfield Oaks | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 366 | Linfield Oaks | 3 | 3 | 1 | 2 | 2 | 1 | 2 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 367 | Linfield Oaks | 1 | DK | 2 | 1 | 2 | 1 | 2 | 1 | 1 | 1 | 2 | 3 | 2 | 2 | 3 |
| 368 | Linfield Oaks | DK | 2 | 2 | 2 | 3 | DK | DK | 2 | DK | DK | DK | 3 | 3 | 2 | 3 |
| 369 | Linfield Oaks | DK | 1 | DK | DK | DK | DK | DK | 2 | DK | 2 | 2 | 3 | 3 | 3 | 3 |
| 370 | Linfield Oaks | 3 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 |
| 371 | Linfield Oaks | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 372 | Linfield Oaks | 1 | 3 | 1 | 1 | 3 | 1 | 3 | NA | NA | 1 | 3 | NA | 3 | 3 | 3 |
| 373 | Linfield Oaks | 2 | 1 | DK | DK | DK | 2 | DK | 3 | 3 | 3 | 1 | 2 | 3 | 3 | 3 |
| 374 | Linfield Oaks | NA | NA | 2 | 2 | 2 | NA | 3 | 2 | 2 | 2 | NA | 3 | NA | NA | NA |
| 375 | Linfield Oaks | NA | NA | 3 | 2 | 3 | NA | 3 | DK | DK | 3 | NA | 3 | NA | NA | NA |
| 376 | Linfield Oaks | 1 | 2 | 2 | 1 | 3 | 1 | 3 | 1 | 1 | 1 | 3 | 2 | 3 | 2 | 2 |
| 377 | Linfield Oaks | DK | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 2 | 2 | 3 | 3 |
| 378 | Linfield Oaks | 1 | 1 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 1 | 3 | 2 | 3 | 2 | 3 |
| 379 | Linfield Oaks | 3 | 1 | 2 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 |
| 380 | Linfield Oaks | DK | DK | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | DK |
| 381 | Linfield Oaks | 2 | DK | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | DK |
| 382 | Linfield Oaks | 3 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 383 | Linfield Oaks | DK | 3 | DK | 3 | DK | 1 | 2 | 1 | DK | 1 | 3 | 2 | 2 | 3 | 3 |
| 384 | Linfield Oaks | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 2 | 3 | 3 | 1 |
| 385 | Linfield Oaks | DK | 1 | DK | 1 | DK | DK | DK | DK | DK | 1 | 2 | 2 | 3 | 1 | 3 |
| 386 | Linfield Oaks | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 387 | Linfield Oaks | 1 | DK | 1 | 1 | 1 | 2 | 1 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | DK |
| 388 | Linfield Oaks | 1 | 2 | 1 | NA | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | NA | NA |
| 389 | Linfield Oaks | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 390 | Linfield Oaks | 3 | DK | DK | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 391 | Linfield Oaks | 2 | 1 | 3 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | 2 | 3 | 3 | 3 |
| 392 | Linfield Oaks | NA | NA | NA | NA | NA | NA | NA | 2 | NA | DK | NA | DK | NA | NA | NA |
| 393 | Linfield Oaks | 1 | 1 | 2 | 1 | 3 | 1 | 1 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| 394 | Linfield Oaks | 3 | 2 | 2 | 3 | 3 | 2 | 2 | 3 | 2 | 1 | 3 | 2 | 3 | 3 | 3 |
| 395 | Linfield Oaks | 2 | DK | 2 | 2 | 3 | 2 | 2 | 3 | 2 | 3 | DK | 2 | DK | DK | DK |
| 396 | Linfield Oaks | 1 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 1 | 3 |
| 397 | Linfield Oaks | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 1 | 1 | 3 | 3 |
| 398 | Linfield Oaks | 1 | 2 | 1 | 1 | 3 | 1 | 1 | 3 | 3 | 2 | 3 | 1 | 2 | 3 | 3 |
| 399 | Linfield Oaks | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 1 |
| 400 | Linfield Oaks | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 |
| 401 | Linfield Oaks | 2 | DK | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 1 | 2 | DK | 2 |
| 402 | Linfield Oaks | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 2 | DK | 2 | 2 |
| 403 | Linfield Oaks | 3 | 2 | DK | 3 | 3 | 3 | DK | 3 | DK | DK | DK | DK | DK | DK | DK |
| 404 | Linfield Oaks | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 405 | Linfield Oaks | 1 | 2 | 2 | 3 | 1 | 3 | 1 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 406 | Linfield Oaks | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 2 | 3 | 3 | 2 | 3 | 3 | 2 | 2 |
| 407 | Linfield Oaks | 3 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 | DK | 3 |
| 408 | Linfield Oaks | NA | NA | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | NA | 2 | NA | NA | NA |
| 409 | Linfield Oaks | 2 | 1 | 2 | 2 | NA | 2 | 1 | 2 | 2 | NA | 2 | 3 | 1 | 3 | 3 |
| 410 | Linfield Oaks | 1 | DK | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 2 | DK | 3 | 3 |
| 411 | Linfield Oaks | 1 | 1 | DK | 2 | DK | 2 | DK | 2 | 1 | 2 | 3 | 1 | DK | 1 | 3 |
| 412 | Linfield Oaks | 2 | 2 | 2 | 2 | 3 | 1 | 2 | 1 | 1 | 2 | 3 | 2 | 3 | 3 | 3 |
| 413 | Other | 3 | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 1 | 1 | 3 | 1 | 3 | 3 | 2 |
| 414 | Other | 3 | 3 | 3 | 3 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 |
| 415 | Other | 3 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 |
| 416 | Other | 2 | 3 | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 417 | Other | DK | 3 | DK | 2 | 2 | DK | DK | DK | DK | 1 | DK | 3 | 3 | 1 | 3 |
| 418 | Other | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 419 | Other | 1 | 3 | 3 | 3 | DK | DK | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 420 | Other | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 3 | 3 | 1 | 3 |
| 421 | Other | 1 | 3 | 2 | 3 | 1 | 2 | 3 | 1 | 1 | 2 | 1 | 2 | 3 | 2 | 3 |
| 422 | Other | NA | 3 | NA | NA | 3 | NA | NA | NA | NA | 3 | NA | 3 | DK | 3 | 3 |
| 423 | Other | 3 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 2 | 3 | 3 | 3 |
| 424 | Park Forest / Spruce / San Antonio | 1 | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 425 | Park Forest / Spruce / San Antonio | DK | 1 | DK | DK | DK | 3 | DK | 2 | 3 | DK | 3 | 2 | DK | 3 | 3 |
| 426 | Park Forest / Spruce / San Antonio | 1 | 1 | 1 | 2 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 2 |
| 427 | Park Forest / Spruce / San Antonio | 1 | 2 | 3 | 2 | 1 | 2 | 2 | 2 | 2 | 1 | 3 | 3 | 3 | 3 | 3 |
| 428 | Park Forest / Spruce / San Antonio | DK | DK | 2 | 2 | DK | 1 | 3 | 3 | 3 | 3 | 3 | 1 | DK | 3 | 3 |
| 429 | Sharon Heights | 1 | 2 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 430 | Sharon Heights | 2 | 2 | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 431 | Sharon Heights | 2 | 3 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 432 | Sharon Heights | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 433 | Sharon Heights | 3 | 3 | NA | 2 | 2 | 3 | NA | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 434 | Sharon Heights | 2 | DK | 1 | 2 | 2 | 2 | 1 | 3 | 3 | 3 | 2 | 2 | 3 | 3 | 3 |
| 435 | Sharon Heights | 3 | 2 | DK | 2 | 2 | 3 | DK | 2 | 1 | DK | 3 | 3 | 3 | 3 | 3 |
| 436 | Sharon Heights | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 3 | 2 | 3 | 3 | 2 | 3 |
| 437 | Sharon Heights | 2 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 1 | 3 | 3 | 3 | 2 | 3 |
| 438 | Sharon Heights | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK |
| 439 | Sharon Heights | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 2 | DK | 3 | DK | 3 | 3 | 3 | 3 |
| 440 | Sharon Heights | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 441 | Sharon Heights | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 1 |
| 442 | Sharon Heights | 1 | 1 | DK | 1 | 2 | 3 | DK | 2 | 3 | 3 | 2 | 3 | 3 | 2 | 3 |
| 443 | Sharon Heights | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 444 | Sharon Heights | 1 | 3 | 1 | 2 | 3 | 1 | 3 | 1 | 1 | 1 | 3 | 3 | 2 | 3 | 3 |
| 445 | Sharon Heights | 1 | 1 | 2 | 2 | 2 | 1 | 2 | 3 | 3 | 3 | 1 | 2 | 3 | 3 | 2 |
| 446 | Sharon Heights | 1 | 2 | 1 | 2 | 1 | 2 | 2 | 1 | 1 | 1 | 2 | 2 | 3 | 3 | 3 |
| 447 | Sharon Heights | 3 | 2 | 2 | 3 | 2 | 3 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 448 | Sharon Heights | 2 | 2 | 1 | 1 | 1 | 2 | 1 | 2 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 449 | Sharon Heights | 1 | 1 | 1 | 2 | 2 | 2 | 1 | 2 | 3 | 2 | 2 | 1 | 2 | 3 | 2 |
| 450 | Sharon Heights | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 451 | Sharon Heights | 3 | 1 | NA | 2 | 2 | 2 | 2 | 2 | NA | 2 | 3 | 2 | 3 | 3 | 3 |
| 452 | Sharon Heights | 1 | 2 | 1 | 3 | 3 | 1 | 2 | 3 | 1 | 1 | 2 | 3 | 3 | 3 | 3 |
| 453 | Sharon Heights | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 454 | Sharon Heights | 2 | 3 | NA | 3 | 2 | NA | 3 | NA | 3 | NA | 2 | NA | 2 | NA | 3 |
| 455 | Sharon Heights | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 456 | Sharon Heights | 1 | 2 | 1 | DK | NA | 2 | 1 | 3 | 1 | 1 | 2 | 3 | 2 | 2 | 3 |
| 457 | Sharon Heights | DK | 3 | DK | NA | 2 | DK | 2 | DK | DK | DK | DK | 2 | DK | 3 | |

ALL RESPONSES
How important are the following things to you?

| | Competitive swim for adults (examples: sports training, triathlon) | Swimming pools attract visitors from outside Merlo Park who are charged higher swim fees | Adaptive swimming for people with disabilities | Adult swimming lessons | Swimming programs for seniors | Competitive swim for youth (examples: swim team, water polo, triathlon) | Therapy swimming / health and wellness swimming | Summer swim camps for children and youth | Play and social time for children / families | Beginners / children's swimming lessons | Swimming pools have free or discounted fees for Merlo Park residents | Lap swimming | Monthly passes offer discounts for repeat swimmers | Swimming pools are focused on the needs of Merlo Park residents | Swimming pools are open seven days per week | Swimming pools are open year-round |
|-----|--|--|--|------------------------|-------------------------------|---|---|--|--|---|--|--------------|--|---|---|------------------------------------|
| 470 | South of Seminary / Vintage Oaks | 2 | 1 | NA | 2 | NA | 3 | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 1 | DK |
| 471 | South of Seminary / Vintage Oaks | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 3 | 2 | 2 | 2 | 3 | 2 |
| 472 | South of Seminary / Vintage Oaks | NA | NA | NA | NA | NA | NA | NA | 3 | NA | NA | NA | NA | NA | NA | NA |
| 473 | South of Seminary / Vintage Oaks | 3 | 1 | 1 | 2 | 1 | 3 | 1 | 3 | 3 | 2 | 3 | 1 | 3 | 3 | 3 |
| 474 | South of Seminary / Vintage Oaks | DK | 2 | 2 | 2 | 3 | DK | 2 | DK | DK | 2 | 3 | 3 | 3 | 3 | 3 |
| 475 | South of Seminary / Vintage Oaks | 1 | 2 | 1 | 2 | 1 | 3 | 1 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 476 | South of Seminary / Vintage Oaks | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 2 | 2 | 2 |
| 477 | South of Seminary / Vintage Oaks | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 478 | South of Seminary / Vintage Oaks | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 479 | South of Seminary / Vintage Oaks | 2 | 1 | 1 | 3 | 1 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 480 | South of Seminary / Vintage Oaks | 2 | 2 | 3 | 2 | 2 | 1 | 3 | 1 | 2 | 2 | DK | 3 | DK | DK | DK |
| 481 | South of Seminary / Vintage Oaks | 1 | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 482 | South of Seminary / Vintage Oaks | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK |
| 483 | South of Seminary / Vintage Oaks | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 484 | South of Seminary / Vintage Oaks | 1 | 1 | 2 | 3 | 3 | 2 | 2 | 3 | 1 | 3 | 3 | 2 | 2 | 3 | 2 |
| 485 | South of Seminary / Vintage Oaks | 1 | 1 | 2 | 2 | 3 | 1 | 3 | 1 | 2 | 2 | 1 | 3 | DK | 3 | 3 |
| 486 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 2 | 1 | 2 | 1 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 487 | Suburban Park / Lorelei Manor / Flood Trier | DK | DK | DK | DK | 2 | DK | 2 | DK | 1 | DK | 3 | 3 | 3 | 3 | 3 |
| 488 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 489 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 1 | 2 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 490 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 491 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 1 | 2 | 2 | 1 | 3 | 2 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 |
| 492 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 493 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 2 | 2 | 1 | 2 | 2 | 2 |
| 494 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 495 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 496 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 1 | 3 | 3 | 3 | 3 | DK | 3 | 3 |
| 497 | Suburban Park / Lorelei Manor / Flood Trier | DK | 2 | 2 | 2 | 3 | 1 | 3 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 498 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 2 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 499 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 500 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | 3 | 2 | 2 | 2 | DK | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 501 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 2 | 1 | 2 | 1 | 2 | 2 | 3 | 2 | 1 | 1 | 3 | 2 |
| 502 | Suburban Park / Lorelei Manor / Flood Trier | NA | 2 | 2 | DK | NA | 3 | 1 | 3 | 3 | NA | 2 | NA | NA | NA | NA |
| 503 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 1 | 1 | 1 | 1 | 3 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 1 | 3 |
| 504 | Suburban Park / Lorelei Manor / Flood Trier | DK | 2 | DK | 3 | DK | 2 | DK | DK | DK | 2 | 3 | 3 | 2 | 3 | 3 |
| 505 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 2 | 1 | 2 | 2 | 3 | 3 | 3 | 2 | DK | DK | DK | DK | DK |
| 506 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | DK | DK | DK | DK |
| 507 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | DK | DK | 2 | DK | 3 | DK | 3 | NA | 2 | NA | NA | NA | NA |
| 508 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 509 | Suburban Park / Lorelei Manor / Flood Trier | 3 | DK | 3 | DK | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 510 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 1 | 3 | 2 | 2 | 2 | 3 | 3 |
| 511 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 2 | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 2 |
| 512 | Suburban Park / Lorelei Manor / Flood Trier | DK | 2 | 2 | DK | DK | 2 | 2 | DK | 2 | 2 | 2 | 3 | 3 | 2 | 3 |
| 513 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 1 | 3 | 3 | 2 | 2 |
| 514 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 2 |
| 515 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 3 | 3 | DK | DK | 3 | 2 | 3 | 3 | 3 | 1 | DK | 3 | 2 |
| 516 | Suburban Park / Lorelei Manor / Flood Trier | 2 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 517 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 518 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 519 | Suburban Park / Lorelei Manor / Flood Trier | 2 | DK | 2 | DK | DK | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 520 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 521 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 522 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 3 | 3 | 2 | 2 | 2 | 3 | 2 |
| 523 | Suburban Park / Lorelei Manor / Flood Trier | DK | 1 | DK | 3 | DK | 1 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 2 | 3 |
| 524 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 2 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 525 | Suburban Park / Lorelei Manor / Flood Trier | NA | 3 | NA | 1 | NA | 3 | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 526 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 527 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 3 | 2 | NA | 2 | 2 | 3 | NA | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 528 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | DK | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 529 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 1 | 2 | 3 | DK | 3 |
| 530 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 531 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | DK | NA | 1 | DK | NA | 2 | 1 | 3 | 3 | 2 | 2 | 3 | 2 |
| 532 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | 3 | NA | 3 | 3 | 3 |
| 533 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 534 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | DK | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 535 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 1 | 2 | 3 | 3 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| 536 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 1 | 3 | 2 | 3 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 537 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 2 | 1 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 538 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 1 | 2 | 2 | 3 | 1 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 |
| 539 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 2 | 3 | 1 | 2 | 2 | 3 | 2 |
| 540 | Suburban Park / Lorelei Manor / Flood Trier | 1 | DK | DK | DK | DK | 3 | DK | 3 | 3 | 2 | 3 | 2 | DK | 3 | 3 |
| 541 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 3 |
| 542 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 1 | 2 | DK | 1 | DK | 1 | 3 | 3 | 3 | 3 | 3 | 2 | 2 |
| 543 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 3 | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 544 | Suburban Park / Lorelei Manor / Flood Trier | DK | 1 | 2 | DK | DK | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 3 | 3 |
| 545 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 3 | 3 |
| 546 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 3 | 1 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 547 | Suburban Park / Lorelei Manor / Flood Trier | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 548 | Suburban Park / Lorelei Manor / Flood Trier | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 549 | Suburban Park / Lorelei Manor / Flood Trier | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 2 | 3 |
| 550 | Suburban Park / Lorelei Manor / Flood Trier | 3 | DK | 1 | 3 | 1 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 551 | Suburban Park / Lorelei Manor / Flood Trier | 1 | 2 | DK | DK | 2 | 1 | DK | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 552 | The Willows | 2 | 3 | 1 | 2 | 2 | 2 | 1 | 2 | 2 | 3 | 1 | 2 | 3 | 3 | 3 |
| 553 | The Willows | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 2 | 3 |
| 554 | The Willows | 2 | 3 | 3 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 555 | The Willows | 3 | 1 | 1 | 3 | 1 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 556 | The Willows | 1 | 1 | NA | NA | 3 | 1 | 3 | 1 | 3 | 1 | DK | 3 | 2 | 3 | 3 |
| 557 | The Willows | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 558 | The Willows | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 559 | The Willows | 2 | DK | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 |
| 560 | The Willows | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 561 | The Willows | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 562 | The Willows | 2 | 2 | DK | DK | DK | 2 | DK | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 563 | The Willows | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 |
| 564 | The Willows | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 3 | 3 | 1 | 2 | 3 | 3 | 3 | 3 |
| 565 | The Willows | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 566 | The Willows | 1 | DK | 3 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 567 | The Willows | 3 | 1 | DK | DK | DK | 2 | DK | NA | DK | 2 | 2 | DK | 3 | 2 | 3 |
| 568 | The Willows | 3 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 3 | 2 | 2 | 3 | 3 |
| 569 | The Willows | 1 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 |
| 570 | The Willows | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | 3 | NA | 3 | 3 | 3 |
| 571 | The Willows | 3 | DK | DK | 3 | DK | 3 | DK | DK | 3 | 3 | DK | 3 | 3 | 3 | 3 |
| 572 | The Willows | 2 | 3 | 1 | 2 | 1 | 3 | 1 | 3 | 3 | 3 | 2 | 3 | 3 | 2</ | |

ALL RESPONSES
How important are the following things to you?

| | Competitive swim for adults (examples: sports training, triathlon) | Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees | Adaptive swimming for people with disabilities | Adult swimming lessons | Swimming programs for seniors | Competitive swim for youth (examples: swim team, water polo, triathlon) | Therapy swimming / health and wellness swimming | Summer swim camps for children and youth | Play and social time for children / families | Beginners / children's / children's swimming lessons | Swimming pools have free or discounted fees for Menlo Park residents | Lap swimming | Monthly passes offer discounts for repeat swimmers | Swimming pools are focused on the needs of Menlo Park residents | Swimming pools are open seven days per week | Swimming pools are open year-round |
|-------------------------------|--|--|--|------------------------|-------------------------------|---|---|--|--|--|--|--------------|--|---|---|------------------------------------|
| 590 The Willows | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 3 | 3 | 2 | 2 | 3 |
| 591 The Willows | 1 | 1 | NA | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 592 The Willows | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 593 The Willows | 3 | 3 | 1 | 2 | 2 | 2 | 1 | 1 | 3 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 594 The Willows | NA | NA | DK | NA | NA | NA | NA | NA | NA | NA | DK | NA | DK | NA | NA | NA |
| 595 The Willows | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 596 The Willows | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 597 The Willows | 2 | DK | 2 | 3 | 3 | DK | 3 | DK | DK | DK | DK | DK | DK | 3 | 3 | 3 |
| 598 The Willows | 2 | 1 | 2 | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | 3 | 3 | 3 |
| 599 The Willows | 2 | 2 | 2 | 2 | 2 | 2 | 1; 2 | 3 | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 2 |
| 600 The Willows | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 601 The Willows | 3 | 1 | 2 | 3 | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 602 The Willows | 2 | 1 | 1 | 2 | 1 | 2 | 1 | 3 | 1 | 3 | 2 | 3 | 1 | 3 | 1 | 3 |
| 603 The Willows | 2 | 3 | 1 | 2 | 2 | 1 | 3 | 3 | 3 | 1 | 3 | 2 | 2 | 2 | 2 | 2 |
| 604 The Willows | 1 | 2 | 3 | 1 | 2 | 2 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 605 The Willows | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 606 The Willows | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 607 The Willows | 3 | 2 | 2 | 2 | 1 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 |
| 608 The Willows | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 1 | 2 | 3 | 2 |
| 609 The Willows | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 610 The Willows | 1 | DK | 2 | 1 | 1 | 3 | 1 | 2 | 1 | 1 | DK | 3 | 2 | DK | DK | DK |
| 611 The Willows | 2 | 1 | 3 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 612 The Willows | DK | 1 | DK | 3 | DK | DK | 3 | 3 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 |
| 613 The Willows | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 614 The Willows | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 615 The Willows | 1 | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 616 The Willows | NA | NA | 3 | 2 | 2 | NA | 3 | 2 | DK | 3 | NA | 2 | NA | NA | NA | NA |
| 617 The Willows | 3 | 1 | 1 | 3 | 3 | 1 | 3 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 2 |
| 618 The Willows | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 1 |
| 619 The Willows | 1 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 620 The Willows | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 621 The Willows | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 3 | 3 |
| 622 The Willows | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 623 The Willows | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 3 | 2 | 3 | 1 | 3 | 3 | 3 |
| 624 The Willows | 3 | 1 | 3 | 1 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 1 | 3 | 3 | 3 | 3 |
| 625 The Willows | 2 | 2 | 3 | 2 | 3 | 1 | DK | 1 | 1 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 626 The Willows | DK | 1 | 3 | DK | 3 | DK | 3 | DK | DK | 2 | 1 | 3 | 2 | DK | 3 | 2 |
| 627 The Willows | 1 | 1 | 1 | 3 | 2 | 3 | 3 | 1 | 3 | 3 | 3 | 1 | 3 | 2 | 2 | 3 |
| 628 The Willows | 3 | 1 | DK | 2 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 629 The Willows | 3 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 3 |
| 630 The Willows | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 631 The Willows | DK | DK | DK | 1 | DK | 3 | 1 | 3 | 3 | 3 | DK | 1 | 2 | 3 | 3 | 2 |
| 632 The Willows | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | DK | 3 | 3 | 3 |
| 633 The Willows | 1 | 2 | 3 | 3 | 3 | 3 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 634 The Willows | 1 | 1 | DK | 2 | 2 | 3 | DK | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 635 The Willows | 2 | 1 | 2 | 2 | 2 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 636 The Willows | DK | 2 | 2 | 3 | 3 | DK | 2 | 2 | 3 | 3 | DK | 3 | 3 | 3 | 3 | DK |
| 637 The Willows | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 638 The Willows | 3 | 3 | 1 | 3 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 3 | 3 |
| 639 The Willows | 2 | 2 | DK | 1 | 1 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 640 The Willows | DK | 2 | DK | DK | DK | 2 | DK | 2 | DK | 3 | DK | 3 | 3 | 3 | 3 | 3 |
| 641 The Willows | 2 | 1 | 2 | DK | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 1 | 2 | 3 | 3 | 3 |
| 642 The Willows | 1 | 2 | DK | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 1 | 2 | 3 | 2 | 3 |
| 643 The Willows | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 2 | 2 | 3 | 2 | 2 | 3 | 3 |
| 644 Unincorporated Menlo Park | 2 | 1 | 3 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| 645 Unincorporated Menlo Park | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 646 Unincorporated Menlo Park | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 3 | 3 | 2 | 3 | 2 | 3 |
| 647 Unincorporated Menlo Park | DK | 3 | DK | DK | 3 | DK | 3 | DK | 1 | DK | DK | 3 | 2 | 3 | 2 | 3 |
| 648 Unincorporated Menlo Park | 3 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 |
| 649 Unincorporated Menlo Park | 2 | 1 | 1 | 2 | 1 | 3 | 3 | DK | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 650 Unincorporated Menlo Park | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 651 Unincorporated Menlo Park | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 652 Unincorporated Menlo Park | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 3 | 3 |
| 653 Unincorporated Menlo Park | 3 | 1 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 | 2 | 3 |
| 654 Unincorporated Menlo Park | 3 | 1 | 3 | 2 | DK | 3 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 2 | 2 | 2 |
| 655 Unincorporated Menlo Park | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 1 | 3 | 3 | 3 | 3 | 3 |
| 656 Unincorporated Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 657 Unincorporated Menlo Park | DK | 3 | 3 | 3 | 3 | DK | 3 | DK | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 658 Unincorporated Menlo Park | 1 | 2 | 2 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 2 | 3 | 3 |
| 659 Unincorporated Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 2 | 2 | 1 | 1 | 3 | 2 | 2 | 3 |
| 660 Unincorporated Menlo Park | 1 | DK | DK | 1 | DK | DK | 2 | 2 | 3 | 3 | 3 | 3 | 2 | DK | 3 | 3 |
| 661 Unincorporated Menlo Park | 2 | DK | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 662 Unincorporated Menlo Park | NA | NA | NA | 2 | NA | NA | 2 | NA | NA | 1 | NA | NA | NA | NA | NA | NA |
| 663 Unincorporated Menlo Park | 2 | 3 | 3 | 3 | 3 | 2 | NA | 3 | 2 | NA | 3 | NA | 3 | 2 | NA | 3 |
| 664 Unincorporated Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 665 Unincorporated Menlo Park | 2 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | 3 | 2 | 2 | 3 | 3 |
| 666 Unincorporated Menlo Park | 3 | 1 | 1 | 2 | 2 | 3 | 1 | 3 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 667 Unincorporated Menlo Park | DK | DK | 3 | DK | DK | DK | DK | DK | DK | DK | DK | 3 | 3 | DK | 3 | 3 |
| 668 Unincorporated Menlo Park | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 2 | 3 |
| 669 Unincorporated Menlo Park | 3 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 670 Unincorporated Menlo Park | 2 | 1 | 2 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 3 | 1 | 2 | 3 | 2 | 3 |
| 671 Unincorporated Menlo Park | 3 | DK | DK | DK | DK | 3 | 3 | 2 | DK | 3 | 1 | 3 | 3 | 3 | 3 | 3 |
| 672 Unincorporated Menlo Park | 2 | 3 | 3 | 2 | DK | 2 | DK | 2 | 2 | 2 | 2 | 2 | DK | DK | DK | DK |
| 673 Unincorporated Menlo Park | 3 | 2 | 1 | 2 | 1 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 |
| 674 Unincorporated Menlo Park | DK | 1 | DK | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | NA |
| 675 Unincorporated Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 676 VA Medical District | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 677 VA Medical District | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 2 | 2 | 3 | 3 | 2 | 2 | NA | NA | NA |
| 678 VA Medical District | DK | 1 | DK | 2 | DK | DK | DK | DK | DK | DK | DK | 3 | 3 | 3 | 3 | 3 |
| 679 West Menlo Park | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 3 | 3 |
| 680 West Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 3 |
| 681 West Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 682 West Menlo Park | 3 | 3 | 2 | 2 | 1 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 1 | 3 | 3 | 3 |
| 683 West Menlo Park | 3 | 3 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 2 | 1 | 3 | 3 |
| 684 West Menlo Park | 3 | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 685 West Menlo Park | 1 | 1 | 2 | 1 | 2 | 1 | 1 | 2 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 686 West Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 687 West Menlo Park | NA | NA | NA | 2 | 2 | NA | 2 | NA | NA | NA | 3 | 3 | 2 | NA | NA | NA |
| 688 West Menlo Park | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 2 | 2 | 3 |
| 689 West Menlo Park | 3 | 1 | 1 | 2 | 2 | 3 | 1 | 2 | 2 | 2 | 1 | 2 | 2 | 2 | 3 | 3 |
| 690 West Menlo Park | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 691 West Menlo Park | 3 | 1 | 2 | 1 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 2 | 3 |
| 692 West Menlo Park | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | NA | 3 | 2 | 3 | 3 | 3 | 3 | NA |
| 693 West Menlo Park | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | DK | 3 | DK | 3 | 3 | 3 |
| 694 West Menlo Park | 1 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 3 | 3 |
| 695 West Menlo Park | NA | 1 | NA | 2 | NA | NA | 1 | NA | 1 | NA | NA | 3 | | | | |

ALL RESPONSES
How important are the following things to you?

| | Competitive swim for adults (examples: sports training, competitions, triathlon) | Swimming pools attract visitors from outside Menlo Park who are charged higher swim fees | Adaptive swimming for people with disabilities | Adult swimming lessons | Swimming programs for seniors | Competitive swim for youth (examples: swim team, water polo, triathlon) | Therapy swimming / health and wellness swimming | Summer swim camps for children and youth | Play and social time for children / families | Beginners / children's swimming lessons | Swimming pools have free or discounted fees for Menlo Park residents | Lap swimming | Monthly passes offer discounts for repeat swimmers | Swimming pools are focused on the needs of Menlo Park residents | Swimming pools are open seven days per week | Swimming pools are open year-round |
|-----|--|--|--|------------------------|-------------------------------|---|---|--|--|---|--|--------------|--|---|---|------------------------------------|
| 710 | West Menlo Park | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 711 | West Menlo Park | DK | DK | DK | DK | DK | 3 | DK | DK | DK | DK | 3 | DK | 3 | 3 | 3 |
| 712 | West Menlo Park | 3 | 1 | 1 | 1 | 1 | 3 | 3 | 2 | 1 | DK | 3 | 3 | 3 | 3 | 3 |
| 713 | West Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 714 | West Menlo Park | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 715 | West Menlo Park | 1 | 1 | DK | 2 | 2 | 1 | DK | 2 | 3 | 2 | DK | 3 | 2 | 2 | 2 |
| 716 | West Menlo Park | 2 | 1 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 2 | 3 |
| 717 | West Menlo Park | 1 | 1 | 1 | 1 | 2 | 2 | 2 | 2 | 1 | 1 | 3 | 2 | 2 | 3 | 2 |
| 718 | West Menlo Park | 2 | 2 | 1 | 2 | 2 | 1 | 2 | 1 | 2 | 2 | 2 | 3 | 3 | 2 | 2 |
| 719 | West Menlo Park | 1 | 3 | 1 | 3 | NA | 1 | 1 | 1 | 1 | 1 | 3 | 3 | 1 | 3 | 3 |
| 720 | West Menlo Park | 2 | 2 | 1 | 2 | 1 | 2 | 1 | NA | 3 | 1 | 3 | 3 | 3 | 3 | 3 |
| 721 | West Menlo Park | 1 | 1 | 1 | 1 | 1 | 3 | 1 | 3 | 3 | 3 | 2 | 1 | 1 | 2 | 2 |
| 722 | West Menlo Park | 2 | 1 | 3 | 2 | 3 | 2 | 3 | 1 | 1 | 3 | 3 | 3 | 3 | 3 | 3 |
| 723 | West Menlo Park | 2 | 1 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 724 | West Menlo Park | 2 | 1 | 1 | 2 | 1 | 2 | 1 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 |
| 725 | West Menlo Park | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 726 | West Menlo Park | 3 | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 727 | West Menlo Park | 2 | 1 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 3 | 2 | 3 | 3 | 3 |
| 728 | West Menlo Park | 3 | 2 | 3 | 2 | 1 | 1 | 2 | 3 | 3 | 3 | 2 | DK | 3 | 3 | DK |
| 729 | West Menlo Park | 3 | 3 | 3 | DK | 3 | DK | 3 | DK | DK | 3 | 3 | 3 | 3 | 3 | 3 |
| 730 | West Menlo Park | 2 | 2 | 1 | 1 | 1 | 2 | 1 | 3 | 3 | 2 | 3 | 3 | 1 | 2 | 3 |
| 731 | West Menlo Park | 1 | 2 | 1 | 1 | 1 | 1 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 732 | West Menlo Park | DK | 1 | DK | DK | DK | DK | 2 | 3 | 2 | DK | 3 | DK | 3 | 3 | 3 |
| 733 | West Menlo Park | 1 | 1 | 3 | 1 | 1 | 3 | 3 | 3 | 2 | 2 | 3 | 3 | 1 | 3 | 3 |
| 734 | West Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 735 | West Menlo Park | 2 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 736 | West Menlo Park | 3 | 2 | 1 | 3 | 1 | 3 | 2 | 1 | 1 | 1 | 2 | 3 | 3 | 2 | 3 |
| 737 | West Menlo Park | 1 | 2 | DK | DK | 1 | 2 | 1 | 3 | 2 | 3 | 3 | 1 | 1 | 2 | 2 |
| 738 | West Menlo Park | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 739 | West Menlo Park | 2 | 3 | 2 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 3 | 3 |
| 740 | West Menlo Park | 3 | 2 | 1 | 2 | 1 | 3 | 1 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 |
| 741 | West Menlo Park | 1 | 1 | DK | 2 | 2 | 2 | 3 | DK | 3 | 3 | 2 | 2 | 3 | DK | 2 |
| 742 | West Menlo Park | 3 | DK | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | 3 |
| 743 | West Menlo Park | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 744 | West Menlo Park | NA | NA | NA | NA | 3 | NA | NA | NA | NA | NA | 2 | NA | NA | NA | NA |
| 745 | West Menlo Park | 3 | 1 | 1 | 1 | 3 | 2 | 1 | 2 | 2 | 1 | 3 | 3 | NA | 3 | 3 |
| 746 | West Menlo Park | 1 | 2 | 3 | 2 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| 747 | West Menlo Park | 1 | DK | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 3 | 2 | 2 | 2 | 3 |
| 748 | West Menlo Park | 3 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 3 | 1 | 2 | 3 |
| 749 | West Menlo Park | 2 | DK | DK | DK | DK | 3 | DK | 3 | 3 | 3 | 2 | 3 | 3 | DK | 3 |
| 750 | West Menlo Park | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| 751 | West Menlo Park | 1 | 1 | 1 | NA | 1 | 1 | 1 | 1 | 1 | 1 | NA | 1 | 2 | 2 | 1 |
| 752 | West Menlo Park | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 753 | West Menlo Park | NA | NA | NA | 3 | 3 | NA | 3 | NA | NA | NA | 3 | 3 | 3 | NA | 3 |
| 754 | West Menlo Park | 1 | 3 | 2 | DK | DK | 3 | DK | 3 | 1 | 1 | 3 | 3 | 2 | 3 | 2 |
| 755 | West Menlo Park | 3 | 3 | 1 | 1 | 1 | 3 | 3 | 3 | 1 | 1 | 1 | 2 | 3 | DK | 3 |
| 756 | NA | NA | NA | NA | 3 | NA | NA | NA | NA | NA | 3 | NA | NA | NA | NA | NA |
| 757 | NA | NA | NA | 3 | NA | NA | NA | 3 | NA | 3 | NA | NA | 3 | NA | NA | NA |
| 758 | NA | 3 | 3 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 2 | 2 | NA | 1 | 3 | 3 |
| 759 | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 760 | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | 1 | NA | NA | NA | NA | NA |
| 761 | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA |
| 762 | NA | NA | NA | NA | 3 | NA | 3 | NA | NA | NA | 3 | 3 | NA | NA | 3 | NA |
| 763 | NA | 1 | 3 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 2 | 3 | DK |

PROPOSED SCHEDULE OF FUTURE YEAR AQUATICS FEE ADJUSTMENTS

PRESENTED TO CITY COUNCIL ON FEB. 13, 2024

The following table was first presented to City Council for informational purposes on Feb. 13. The table shows a schedule of proposed future phase-in adjustments in non-resident fees over time. The proposed schedule phases-in adjustments to achieve the goal of non-resident fees being 35% higher than resident fees.

The proposed fee adjustments in this table have not been adopted, are not final, and remain subject to change by City Council. Only the current year fees may be adopted at a time. Any future year fee changes would require separate actions by City Council at the future time when the fees are to change.

| Table 1. Proposed schedule of future adjustments to aquatics fees | | | |
|---|-------------|--------------------------|--------------------------|
| Fee title | Current fee | Proposed Apr. 1, 2025 | Proposed Apr. 1, 2026 |
| Memberships | | | |
| Lap and open swim (per month) | | | |
| General resident | \$65 | \$67 | \$72 |
| General non-resident | \$72 | \$81 | \$97 |
| Senior resident | \$52 | \$54 | \$58 |
| Senior non-resident | \$61 | \$65 | \$78 |
| Hyperlocal resident* | \$42 | \$44 | \$47 |
| Masters (per month) | | | |
| General resident | \$114 | \$118 | \$126 |
| General non-resident | \$125 | \$142 | \$171 |
| Senior resident | \$91 | \$94 | \$101 |
| Senior non-resident | \$100 | \$113 | \$137 |
| Hyperlocal resident* | \$74 | \$77 | \$82 |
| Aqua fit (per month) | | | |
| General resident | \$88 | \$91 | \$98 |
| General non-resident | \$97 | \$109 | \$132 |
| Senior resident | \$70 | \$73 | \$78 |
| Senior non-resident | \$77 | \$87 | \$105 |
| Hyperlocal resident* | \$57 | \$59 | \$63 |
| Drop-in | | | |
| Lap swim (per visit) | | | |
| General resident | \$9 | \$10 | \$11 |

| | | | |
|--|--------|--------|--------|
| General non-resident | \$10 | \$12 | \$14 |
| Senior resident | \$8 | \$8 | \$9 |
| Senior non-resident | \$9 | \$11 | \$12 |
| Hyperlocal resident* | \$6 | \$7 | \$7 |
| Open swim (per visit) | | | |
| General resident | \$9 | \$9 | \$10 |
| General non-resident | \$10 | \$11 | \$13 |
| General hyperlocal resident* | \$6 | \$6 | \$6 |
| Child resident | \$5 | \$5 | \$6 |
| Child non-resident | \$6 | \$6 | \$7 |
| Child hyperlocal resident* | \$3 | \$3 | \$4 |
| Family resident | \$24 | \$25 | \$27 |
| Family non-resident | \$28 | \$30 | \$36 |
| Family hyperlocal resident* | \$16 | \$16 | \$17 |
| Spectator resident | \$3 | \$3 | \$3 |
| Spectator non-resident | \$3 | \$4 | \$4 |
| Masters (per visit) | | | |
| General resident | \$20 | \$21 | \$22 |
| General non-resident | \$22 | \$25 | \$30 |
| Hyperlocal resident* | \$13 | \$13 | \$14 |
| Aqua fit (per session) | | | |
| General resident | \$20 | \$21 | \$22 |
| General non-resident | \$22 | \$25 | \$30 |
| Hyperlocal resident* | \$13 | \$13 | \$14 |
| Bundle discount | | | |
| Register for one aquatics program, and the same registrant may be eligible to register for a second program up to 50% off select programs. | Varies | Varies | Varies |
| Swim lessons (per ½ hour) | | | |
| Group lessons - resident | \$29 | \$30 | \$32 |
| Group lessons - non-resident | \$32 | \$36 | \$43 |
| Group lessons - hyperlocal resident* | \$19 | \$20 | \$21 |
| Private lessons - resident | \$79 | \$82 | \$88 |

| | | | |
|---|--------|------|-------|
| Private lessons - non-resident | \$87 | \$98 | \$118 |
| Private lessons - hyperlocal resident* | \$51 | \$53 | \$57 |
| Fee-assisted scholarship (residents only) | \$5 | \$5 | \$5 |
| Youth bridge program (per ¾ hour) | | | |
| Youth bridge program - resident | \$24 | \$25 | \$27 |
| Youth bridge program - non-resident | \$26 | \$30 | \$36 |
| Youth bridge program - hyperlocal resident* | \$16 | \$16 | \$17 |
| Youth camps (per hour) | | | |
| Youth camps - resident | \$23 | \$24 | \$26 |
| Youth camps - non-resident | \$25 | \$29 | \$34 |
| Youth camps - hyperlocal resident* | \$15 | \$15 | \$17 |
| Group programming (per hour) | | | |
| Group programming - resident | \$24 | \$25 | \$27 |
| Group programming - non-resident | \$26 | \$30 | \$36 |
| Group programming - hyperlocal resident* | \$16 | \$16 | \$17 |
| Subcontractor lane rental (per hour per lane) | | | |
| Subcontractor lane rental** | \$15** | \$19 | \$21 |

* Menlo Park residents who live or attend K-12 school within the service area of Belle Haven Community Campus are eligible for hyperlocal resident enrollment fees at Belle Haven Pool.

** On Feb. 27, in adopting the aquatics fees, City Council reduced the subcontractor lane rental fee from a proposed \$18/hr to \$15/hr.

SUMMARY FEEDBACK
 AQUATICS OPEN HOUSE – BELLE HAVEN POOL
 SEPT. 5, 2024
 Total attendees: 8 people

| Ref. # | Feedback | Response |
|--------|--|---|
| 1 | Is there a membership pass for open swim? | Yes, during the summer peak season |
| 2 | During open swim, how many lanes are open? | 4 lanes or more are always available for lap swim |
| 3 | Will there be adult swim lessons? | Yes, planning to offer in Fall, but is dependent on staffing |
| 4 | Are there scholarships for fall lessons? | Yes, through Beyond Borders Athletic Foundation |
| 5 | [After expressing interest in youth teams] Will the youth swim team participate in competitions? | Yes, the youth swim team will participate in swim meets |
| 6 | [After expressing interest in youth triathlon] What is the cost to participate in youth triathlon? | The program is still coming together and the cost has not been determined yet. |
| 7 | When will the youth team start? | Expected start in November, depending on instructor's availability |
| 8 | What is the difference between aqua fit and aqua wellness? | Aqua fit is focused on water exercise for general fitness and wellbeing; aqua therapy is rehabilitation and physical therapy to aid recovery from injury or health conditions |

SUMMARY FEEDBACK
 AQUATICS OPEN HOUSE – BURGESS POOL
 SEPT. 26, 2024
 Total attendees: 4 people

| Ref. # | Feedback | Response |
|--------|--|---|
| 1 | Is aqua fit offered year round? | Yes |
| 2 | As a long time swimmer, I appreciate the extensive open hours. | - |
| 3 | Sharing lanes is a bit challenging, so I try to swim late morning/ early afternoon when the pool is less busy. | - |
| 4 | Aqua fit has been impressive, and busy | - |
| 5 | My kids and I enjoy open swim. I would like to know more about the bridge swim program | Bridge swim is for swimmers who would like to explore team swim, but need a bit more practice to build their strengths in a supportive environment |
| 6 | I remember the inflated dome that used to cover the pool. Why did it go away? | The dome deteriorated over time, with a usable lifespan of approximately 10 years. Managing the air quality inside the dome was a challenge because chlorinated water produces gases that must be exhausted away from people. When the dome was removed, potential replacements were evaluated but were deemed too costly and time-consuming to pursue at the time. |

SUMMARY FEEDBACK
 AQUATICS FOCUS GROUP – YOUTH ADVISORY COMMITTEE (YAC)
 OCT. 9, 2024
 Total attendees: 12 people

80% of attendees said they learned how to swim at Burgess Pool
 2 attendees said they have worked for the pool Operator

| SNAP SURVEY: How important are the following aquatics programs to you? | # of votes |
|--|------------|
| Open swim | 12 |
| Community events | 12 |
| Camps | 11 |
| Youth water polo | 7 |
| Youth swim team | 7 |
| Youth swim school | 4 |
| Lap swim | 4 |
| Aqua fit / Aqua wellness | 0 |

| Ref. # | Questions / comments |
|--------|---|
| 1 | Why is it difficult to staff up with lifeguards? |
| 2 | How good are the swim teams? |
| 3 | What are some of the current challenges? |
| 4 | What is the pay for staff? |
| 5 | How do you advertise recruitment? |
| 6 | How can the YAC help recruit for staff? |
| 7 | Is lifeguard training offered for free? |
| 8 | Do you offer holiday events with a discount? |
| 9 | Is there a program or track for someone to go from lessons to lifeguard training? |
| 10 | What improvements would you [Operator and staff] like to make? |
| 11 | What happened to the shop in the Burgess Pool office? |
| 12 | Good memories from Burgess Pool |